

## CACHE COUNTY COUNCIL

DAVID L. ERICKSON, *CHAIR*

BARBARA Y. TIDWELL, *VICE CHAIR*

KATHRYN A BEUS

SANDI GOODLANDER

NOLAN P. GUNNELL

MARK R. HURD

KARL B. WARD



199 NORTH MAIN STREET  
LOGAN, UT 84321

435-755-1840  
[www.cachecounty.org](http://www.cachecounty.org)

**PUBLIC NOTICE** is hereby given that the County Council of Cache County, Utah will hold a **REGULAR COUNCIL MEETING** at **5:00 p.m.** in the Cache County Historic Courthouse Council Chambers, 199 North Main Street, Logan, Utah 84321, **TUESDAY, AUGUST 13, 2024**

Council meetings are live streamed on the Cache County YouTube channel at:

<https://www.youtube.com/channel/UCa4xvEI8bnIEz3B9zw2teaA>

## AMENDED AGENDA

### COUNCIL MEETING

- 5:00 p.m.**
1. **CALL TO ORDER**
  2. **OPENING** – Councilmember Nolan Gunnell
  3. **REVIEW AND APPROVAL OF AGENDA**
  4. **REVIEW AND APPROVAL OF MINUTES** (July 23, 2024)
  5. **REPORT OF COUNTY EXECUTIVE**
    - a. **Appointments:**
    - b. **Other Items:** SmallSat Conference – County Fair and Rodeo
  6. **ITEMS OF SPECIAL INTEREST**
    - a. Recognition of a Retiring Cache County Sheriff's Office K-9 Officer – Sheriff Chad Jensen
    - b. 2023 External Audit Report – Jason Sleight, Jones Simkins LLC
    - c. Presentation of Updated Fraud Risk Assessment – Wesley Bingham, Finance Director
    - d. Rural County Grant Program Discussion – Shawn Milne, BRAG Economic Development Director
    - e. Introduction of the Cache Valley Remembers Event – Major Brent Taylor Foundation
  7. **DEPARTMENT OR COMMITTEE REPORTS**
  8. **TAX RELIEF**
    - a. Hardships
    - b. Tax Relief Extension Request

- 5:30 p.m.**  
(Estimated)
9. **PUBLIC HEARINGS**
    - a. **Set Public Hearing for August 27, 2024 – Ordinance 2024-13 – White Bison Acres Rezone**  
A request to rezone 18.71 acres from the Agricultural (A10) Zone to the Rural 2 (RU2) Zone on the property located at 4200 S. Highway 23, Wellsville (Parcel number 11-069-0007).
    - b. **Set Public Hearing for August 27, 2024 – Ordinance 2024-14 – River Side Rezone**  
A request to rezone 20.47 acres from the Agricultural (A10) Zone to the Rural 2 (RU2) Zone on the property located at 616 W 7800 S, Paradise (Parcel numbers 01-086-0004, 01-087-0002).
    - c. **Set Public Hearing for August 27, 2024 – Ordinance 2024-15 – Marshall P Maughan Family Trust Rezone**  
A request to rezone 14 acres from the Agricultural (A10) Zone to the Rural 2 (RU2) Zone on the property located at 3201 S. Highway 23, Wellsville (Parcel number 11-047-0003).

- d. **Set Public Hearing for August 27, 2024 – Ordinance 2024-16 – Paradise Cliffs Rezone**  
A request to rezone 161.08 acres from the Forest Recreation (FR40) Zone to the Agricultural (A10) Zone on the property located approximately at 2800 E Paradise Dry Road, Avon (Parcel number 16-077-0003).
- e. **Set Public Hearing for August 27, 2024 – Resolution 2024-16 – A Resolution Appointing Members to the Millville/Nibley Cemetery District**

10. **PENDING ACTION**

- a. **Nautica Subdivision 1<sup>st</sup> Amendment**  
**(Tabled until August 27, 2024 Meeting)**
- b. **Ordinance 2024-08**      **Title 16 Subdivision Regulations**
- c. **Resolution 2024-14**      **A Resolution Amending Section 3-100 of the Countywide Policy Manual Establishing Defined Uses for Certain 3-Digit Line-item Code in the County Budget**

11. **INITIAL PROPOSALS FOR CONSIDERATION OF ACTION**

- a. **Resolution 2024-17**      **A Resolution Updating Section IX-F of the Personnel Policy & Procedure Manual Regarding Health Insurance**
- b. **Ordinance 2024-10**      **An Ordinance Amending Chapter 2.12.250 of the County Code Relating to the Preparation of Council Meeting Agendas**
- c. **Ordinance 2024-12**      **An Ordinance Amending Chapters 2.12.180, 2.12.220 and 2.20.040 of the County Code Relating to the Publication of Meeting Minutes in the County**

12. **OTHER BUSINESS**

- a. **Providence Sauerkraut Days Parade**      *August 16, 2024 at 5:00 pm*
- b. **River Heights Apple Days Parade**      *August 24, 2024 at 4:00 pm*
- c. **Wellsville Founders' Day Parade**      *September 2, 2024 at 10:00 am*
- d. **UAC Annual Convention**      *September 11-12 at Utah Valley Convention Center*  
*Karl, Barbara, Kathryn, Mark(?), Dave, Sandi, Nolan(?)*
- e. **County Council Summer Party**      *September 19, 2024 at 6:00 pm*
- f. **July 2024 Building Permits**

13. **COUNCIL MEMBER REPORTS**

- 14. **EXECUTIVE SESSION** – Utah Code 52-4-205(1)(c) – Strategy session to discuss pending or reasonably imminent litigation
- 15. **EXECUTIVE SESSION** – Utah Code 52-4-205(1)(d) – Strategy session to discuss the purchase, exchange, or lease of real property
- 16. **EXECUTIVE SESSION** – Utah Code 52-4-205(1)(a) – Discussion of the character, professional competence, or physical or mental health of an individual

17. **ADJOURN**



David L. Erickson, Chair

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Janeen Allen at 435-755-1850 at least three working days prior to the meeting.

## CACHE COUNTY COUNCIL

DAVID L. ERICKSON, *CHAIR*

BARBARA Y. TIDWELL, *VICE CHAIR*

KATHRYN A BEUS

SANDI GOODLANDER

NOLAN P. GUNNELL

MARK R. HURD

KARL B. WARD



199 NORTH MAIN STREET  
LOGAN, UT 84321

435-755-1840  
[www.cachecounty.org](http://www.cachecounty.org)

**PUBLIC NOTICE** is hereby given that the County Council of Cache County, Utah will hold a **REGULAR COUNCIL MEETING** at **5:00 p.m.** in the Cache County Historic Courthouse Council Chambers, 199 North Main Street, Logan, Utah 84321, **TUESDAY, AUGUST 13, 2024**

Council meetings are live streamed on the Cache County YouTube channel at:

<https://www.youtube.com/channel/UCa4xvEI8bnIEz3B9zw2teaA>

## AGENDA

### COUNCIL MEETING

- 5:00 p.m.**
1. **CALL TO ORDER**
  2. **OPENING** – Councilmember Nolan Gunnell
  3. **REVIEW AND APPROVAL OF AGENDA**
  4. **REVIEW AND APPROVAL OF MINUTES** (July 23, 2024)
  5. **REPORT OF COUNTY EXECUTIVE**
    - a. **Appointments:**
    - b. **Other Items:** SmallSat Conference – County Fair and Rodeo
  6. **ITEMS OF SPECIAL INTEREST**
    - a. Recognition of a Retiring Cache County Sheriff's Office K-9 Officer – Sheriff Chad Jensen
    - b. 2023 External Audit Report – Jason Sleight, Jones Simkins LLC
    - c. Presentation of Updated Fraud Risk Assessment – Wesley Bingham, Finance Director
    - d. Rural County Grant Program Discussion – Shawn Milne, BRAG Economic Development Director
    - e. Introduction of the Cache Valley Remembers Event – Major Brent Taylor Foundation
  7. **DEPARTMENT OR COMMITTEE REPORTS**
  8. **TAX RELIEF**
    - a. Hardships
    - b. Tax Relief Extension Request

- 5:30 p.m.**  
(Estimated)
9. **PUBLIC HEARINGS**
    - a. **Set Public Hearing for August 27, 2024 – Ordinance 2024-13 – White Bison Acres Rezone**  
A request to rezone 18.71 acres from the Agricultural (A10) Zone to the Rural 2 (RU2) Zone on the property located at 4200 S. Highway 23, Wellsville (Parcel number 11-069-0007).
    - b. **Set Public Hearing for August 27, 2024 – Ordinance 2024-14 – River Side Rezone**  
A request to rezone 20.47 acres from the Agricultural (A10) Zone to the Rural 2 (RU2) Zone on the property located at 616 W 7800 S, Paradise (Parcel numbers 01-086-0004, 01-087-0002).
    - c. **Set Public Hearing for August 27, 2024 – Ordinance 2024-15 – Marshall P Maughan Family Trust Rezone**  
A request to rezone 14 acres from the Agricultural (A10) Zone to the Rural 2 (RU2) Zone on the property located at 3201 S. Highway 23, Wellsville (Parcel number 11-047-0003).

- d. **Set Public Hearing for August 27, 2024 – Ordinance 2024-16 – Paradise Cliffs Rezone**  
A request to rezone 161.08 acres from the Forest Recreation (FR40) Zone to the Agricultural (A10) Zone on the property located approximately at 2800 E Paradise Dry Road, Avon (Parcel number 16-077-0003).
- e. **Set Public Hearing for August 27, 2024 – Resolution 2024-16 – A Resolution Appointing Members to the Millville/Nibley Cemetery District**

**10. PENDING ACTION**

- a. **Nautica Subdivision 1<sup>st</sup> Amendment**  
**(Tabled until August 27, 2024 Meeting)**
- b. **Ordinance 2024-08**      **Title 16 Subdivision Regulations**
- c. **Resolution 2024-14**      **A Resolution Amending Section 3-100 of the Countywide Policy Manual Establishing Defined Uses for Certain 3-Digit Line-item Code in the County Budget**

**11. INITIAL PROPOSALS FOR CONSIDERATION OF ACTION**

- a. **Resolution 2024-17**      **A Resolution Updating Section IX-F of the Personnel Policy & Procedure Manual Regarding Health Insurance**
- b. **Ordinance 2024-10**      **An Ordinance Amending Chapter 2.12.250 of the County Code Relating to the Preparation of Council Meeting Agendas**
- c. **Ordinance 2024-12**      **An Ordinance Amending Chapters 2.12.180, 2.12.220 and 2.20.040 of the County Code Relating to the Publication of Meeting Minutes in the County**

**12. OTHER BUSINESS**

- a. **Providence Sauerkraut Days Parade**      *August 16, 2024 at 5:00 pm*
- b. **River Heights Apple Days Parade**      *August 24, 2024 at 4:00 pm*
- c. **Wellsville Founders' Day Parade**      *September 2, 2024 at 10:00 am*
- d. **UAC Annual Convention**      *September 11-12 at Utah Valley Convention Center*  
*Karl, Barbara, Kathryn, Mark(?), Dave, Sandi, Nolan(?)*
- e. **County Council Summer Party**      *September 19, 2024 at 6:00 pm*
- f. **July 2024 Building Permits**

**13. COUNCIL MEMBER REPORTS**

- 14. **EXECUTIVE SESSION** – Utah Code 52-4-205(1)(c) – Strategy session to discuss pending or reasonably imminent litigation
- 15. **EXECUTIVE SESSION** – Utah Code 52-4-205(1)(a) – Discussion of the character, professional competence, or physical or mental health of an individual

**16. ADJOURN**



David L. Erickson, Chair

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Janeen Allen at 435-755-1850 at least three working days prior to the meeting.



## CACHE COUNTY COUNCIL

**July 23, 2024 at 5:00 p.m. - Cache County Chamber at 199 North Main, Logan, Utah.**

*In accordance with the requirements of Utah Code Annotated Section 52-4-203, the County Clerk records in the minutes the names of all persons who appear and speak at a County Council meeting and the substance "in brief" of their comments. Such statements may include opinions or purported facts. The County does not verify the accuracy or truth of any statement but includes it as part of the record pursuant to State law.*

**MEMBERS PRESENT:** Chair David Erickson, Vice-Chair Barbara Tidwell, Councilmember Karl Ward, Councilmember Sandi Goodlander, Councilmember Nolan Gunnell, Councilmember Mark Hurd, Councilmember Kathryn Beus.

**MEMBERS EXCUSED:**

**STAFF PRESENT:**

**OTHER ATTENDANCE:**

### Council Meeting

1. **Call to Order 5:00p.m. – [0:02](#)** Council Chair David Erickson
2. **Opening Remarks and Pledge of Allegiance – [0:20](#)** Councilmember Karl Ward
3. **Review and Approval of amended Agenda APPROVED [1:40](#)**  
**Action:** Motion made by Councilmember Nolan Gunnell to approve the amended agenda; seconded by Councilmember Kathryn Beus.  
**Motion passes.**  
**Aye: 7** David Erickson, Barbara Tidwell, Kathryn Beus, Nolan Gunnell, Sandi Goodlander, Karl Ward, Mark Hurd  
**Nay: 0**
4. **Review and Approval of Minutes APPROVED [2:00](#)**  
**Action:** Motion made by Councilmember Kathryn Beus to approve the minutes; seconded by Councilmember Nolan Gunnell.  
**Motion passes.**  
**Aye: 7** David Erickson, Barbara Tidwell, Kathryn Beus, Nolan Gunnell, Sandi Goodlander, Karl Ward, Mark Hurd  
**Nay: 0**
5. **Report of the County Executive [2:30](#)**
  - A. **Appointment/Discussion**  
Executive Zook spoke to report on airport improvement recommendations and future airport governance. [4:03](#)  
Councilmember Sandi Goodlander asked if this was the study approved through the CEO board. Executive Zook answered yes and then urged the community to attend the 24<sup>th</sup> of July festivities happening.
6. **Items of Special Interest [5:21](#)**
  - A. Cache Valley Transit District Updates – Shaun Bushman, CVTD Board Trustees – Presented data and new updates to routes and processes. [9:23](#) Chair Erickson said it is used heavily by youth to get to school. Shaun agreed and further spoke on the mile limit of the yellow school busses. [10:17](#) Councilmember Kathryn Beus asked if ridership had reached the level it was before COVID. [10:23](#) Shaun answered almost and said there is a counter on the website that shows the number of people who are riding. [11:15](#) Executive Zook inquired why the peak in 2012. [11:23](#) Shaun answered the economic crash and increased gas prices is the main theory. Also a number of construction projects in 2016 caused a significant drop in lifetime riders.
7. **Department or Committee Reports**

## 8. Board Of Equalization

### 9. Public Hearings [36:30](#) Chair Erickson opened discussion.

#### A. Public hearing – 2024 COG Project – 1200 E (3100 North to 3400 North)

**Discussion:** [36:57](#) Matt Phillips gave overview of the project and reason for public hearing. [40:25](#) Chair Erickson opened for hearing. No comments.

**Action:** Motion made by Councilmember Karl Ward to close public hearing; seconded by Councilmember Nolan Gunnell.

**Motion passes.**

**Aye:** 7 David Erickson, Barbara Tidwell, Kathryn Beus, Nolan Gunnell, Sandi Goodlander, Karl Ward, Mark Hurd

**Nay:** 0

#### B. Public hearing – 2024 COG Project – 1000 E and 600 S in Smithfield

**Discussion:** [40:42](#) Matt Phillips explained project and reason for public hearing. [41:50](#) Chair Erickson opened for hearing. No comments.

**Action:** Motion made by Councilmember Nolan Gunnell to close public hearing; seconded by Councilmember Karl Ward.

**Motion passes.**

**Aye:** 7 David Erickson, Barbara Tidwell, Kathryn Beus, Nolan Gunnell, Sandi Goodlander, Karl Ward, Mark Hurd

**Nay:** 0

## 10. Pending Action

#### A. Nautica Subdivision 1<sup>st</sup> Amendment [12:35](#) Chair Erickson opened discussion. [12:53](#) Stephen Nelson recommended waiting until more information is ready.

#### B. Ordinance 2024-08 Title 16 Subdivision Regulations

**Discussion:** [13:26](#) Stephen Nelson explained the review standards of development requirements. [20:43](#) Councilmember Sandi Goodlander asked an example scenario question about requirements. [21:05](#) Stephen answered what minimum access requirements are and added it would also be dependent on the project. [23:26](#) Chair Erickson raised concern with developers packing houses in to make profit and changing regulations how the land demographics are measured. [24:23](#) Stephen answered there has not been as much in the county. He said it can go both ways with some wanting to build more and some want less because of the development costs for road improvements. Stephen continued with remaining presentation. [34:04](#) Chair Erickson opened for questions. [34:21](#) Councilmember Nolan Gunnell said he would like to see examples. [34:28](#) Councilmember Sandi Goodlander asked if new state code changed exaction standards. [34:34](#) Stephen answered no. He said the state code required change in process and reverted back to what was done last year. [35:06](#) Chair Erickson asked about the speed of the process. [35:10](#) Stephen answered speed was an issue and changes have been made for improvements to review plans.

## 11. Initial Proposals for Consideration of Action

#### A. Resolution 2024-15 A Resolution Approving the Elkhorn Ranch Phase II Round Two Open Space Application

**Discussion:** [42:23](#) Chair Erickson asked Stephen to speak. [43:20](#) Stephen Nelson explained the Elkhorn property project. [46:12](#) Councilmember Nolan Gunnell asked if the amount is 1.1 or 1.48 million. [46:18](#) Stephen answered the applicant can talk more about that and continued explaining the application. [49:05](#) Executive Zook asked where the total came from. [49:16](#) Stephen answered the applicant can answer better and it was from a broker's opinion. [50:13](#) Gabriel Murray Bear River Land Conservancy spoke to council and answered where the total value amount came from. [52:12](#) Executive Zook clarified how the number was figured and said it would be an opportunity cost that is negotiated. [52:55](#) Gabriel said they are establishing what the easement is worth. [53:31](#) Chair Erickson asked if this type of scope is

typical. [53:42](#) Gabriel answered yes an estimated value has to be provided. [54:20](#) Councilmember Kathryn Beus asked if the obligation is 50% of the value after the appraisal. [54:31](#) Gabriel said the value will be looked at which the County will not be held to. He explained the final appraisal value is what will be looked at. [55:05](#) Executive Zook asked why the difference in amounts for what is requested and what is recommended. [55:33](#) Chris Sands Chairman of COSAC spoke to the question and answered how vote was concluded. [58:02](#) Executive Zook asked if the donation subtracts from the value amount. [58:36](#) Chris said yes. [59:18](#) Councilmember Kathryn Beus asked Gabriel to explain the timeline of meetings with NRCS and LeRay McAllister. [59:40](#) Gabriel gave overview of dates if plans are approved. [1:01:20](#) Executive Zook asked if the timeline allowed for reconsideration of contribution by council. [1:01:48](#) Gabriel said it would be challenging to have completed and in NRCS. [1:02:11](#) Executive Zook asked if the amount the County contributes would affect the NRCS decision. [1:02:38](#) Gabriel answered it does not change the contribution made by NRCS but it changes the application and the committed funding that was entered on it. [1:02:59](#) Executive Zook clarified if the amount on the application would be difficult to change but would not indicate if they would or would not give. [1:03:06](#) Gabriel answered no. Executive Zook followed up and asked if funding is guaranteed or competitive. [1:03:18](#) Gabriel answered it is competitive like other grants. [1:03:34](#) Executive Zook asked if the amount the County gives changes the competitiveness. Gabriel answered not for NRCS but yes for LeRay McAllister. [1:03:53](#) Councilmember Sandi Goodlander asked if there is an average for what he sees as typical. [1:04:41](#) Gabriel answered it takes a willing buyer and seller to make the transaction. He added he has seen full purchases and fully donated properties. [1:05:34](#) Councilmember Sandi Goodlander asked if the amount changes the percent. Gabriel answered yes. [1:06:05](#) Councilmember Nolan Gunnell asked if there is conflict with the parties involved. [1:06:33](#) Gabriel answered there will be conflict about the expense with more parties and they are actively negotiating to create a single easement document. [1:07:16](#) Executive Zook asked if all three easement agreements have to be the same. Gabriel said yes. [1:07:42](#) Councilmember Kathryn Bues asked what type of exactions LeRay McAllister have. [1:07:49](#) Matt Coombs spoke to the details he has seen so far and what he is waiting for. [1:08:39](#) Councilmember Sandi Goodlander confirmed this has been done with NRCS and LeRay McAllister together before without too many complications. [1:08:51](#) Chair Erickson said there was one done in Summit County with three different entities. [1:09:08](#) Matt Coombs responded he didn't work on one in Summit County and explained the different areas he works in. [1:10:09](#) Chair Erickson asked who holds the easement [1:10:14](#) Matt Coombs answered under state code and Leray McAllister it has to be set as a co-holding situation. [1:10:47](#) Councilmember Sandi Goodlander asked about administrative costs allocated. [1:11:03](#) Matt Coombs gave the cost breakdown and said those costs were included in the total project costs. [1:11:50](#) Chris Sanders said LeRay McAllister and NRCS won't cover those costs so extra money was put into the recommendation to cover them. [1:13:51](#) Reagan Wheeler who is a member of the committee spoke to the historical value of the location and said as a retired farmer it would be a real sad thing. [1:14:29](#) Chair Erickson opened to Council. [1:14:48](#) Councilmember Kathryn Bues gave an overview of the lands desire by surrounding cities for development. [1:16:01](#) Councilmember Karl Ward asked if it is possible to approve 1.49 with request to proponents to seek LeRay McAlister money and if some of that money is found to then reduce the commitment from the County. [1:16:43](#) Councilmember Kathryn Beus asked if LeRoy would approve anything if it's fully funded already. [1:17:00](#) Gabriel said they will look for a letter of commitment. [1:17:14](#) Executive Zook said council could authorize 1.1 million and authorize staff if they don't get money from LeRay McAllister to write the agreement at higher amount. [1:17:32](#) Councilmember Kathryn Beus suggested a contingency for times sake. [1:17:41](#) Executive Zook mentioned different options. [1:17:50](#) Matt Coombs said the difficulty is the NRCS application will have to show that data and everything has to match. [1:18:24](#) Councilmember Kathryn Beus clarified two applications is not desired with different scenarios. Matt Coombs agreed. [1:18:38](#) Executive Zook asked if the numbers shift but still add up to the same amount will NRCS care. [1:18:55](#) Matt Coombs answered a letter will also be needed from Joe saying what he is willing to donate to create a whole picture to the easement value otherwise no application can be submitted. [1:19:15](#) Councilmember Nolan Gunnell gave his concerns about the costs and would like more time to consider if the amount is 1.498. [1:20:05](#) Chair Erickson read the resolution for application and COSAC recommendations. [1:21:32](#) Matt Coombs answered the intent was to show the committee recommended 1.1 but the applicant requested 1.498. [1:21:52](#) Chair Erickson said the resolution cannot be passed as is. [1:21:58](#) Stephen Nelson said council may make an edit to the resolution if they would like. [1:22:34](#) Councilmember Nolan Gunell asked if the amount can be brokered between the 1.1 and 1.498. [1:22:45](#) Chair Erickson said yes if the seller will agree. [1:22:59](#) Landowner/Applicant spoke to the business benefit of agriculture land and reinvesting other parcels near him since he is being closed in. [1:24:41](#) Vice Chair Barbara Tidwell asked if the 600 is final. [1:25:01](#) Applicant said yes. [1:25:29](#) Councilmembe Kathryn Beus thanked the landowner for his generosity. [1:25:52](#) Applicant said other inquiries to purchase his land happen. [1:26:54](#) Executive Zook also thanked the landowner

and spoke to the piece of land that deserves to be preserved. He asked lightly what the owner was planning to do with the money and said the county might give more if he would buy more land. [1:28:11](#) Councilmember Sandi Goodlander said approving the 1.4 precludes asking LeRay McAllister for any money and it would be better in her opinion to approve 1.1 and if they say no the gap can still be made up. [1:29:04](#) Councilmember Nolan Gunnell asked Sandi if that meant she is voting with COSAC which is what he supports. Sandi answered yes. Both discussed their opinions of amount. [1:29:36](#) Councilmember Sandi Goodlander said the resolution stated the County will give no more than 1.498 which allows room to negotiate. [1:30:16](#) Councilmember Karl Ward said he supported this and his concern would be timing. [1:30:28](#) Councilmember Nolan Gunnell asked if LeRay McAllister is the only option. [1:30:35](#) Gabriel said there are no other sources of funding. [1:30:42](#) Councilmember Nolan Gunnell asked if chance of Bear River and Cache negotiating. Gabriel asked to clarify. Councilmember Nolan Gunnell asked if there are any other possibilities. Gabriel answered LeRay McAllister would be the best option. [1:31:35](#) Councilmember Kathryn Beus said this will require communication and might mean an extra council meeting to get it done quickly. [1:32:15](#) Chair Erickson said he leaned for up to 1.498 to give a stronger ask to LeRay McAllister. [1:33:24](#) Vice Chair Barbara Tidwell agreed with Chair Erickson and to proceed with full amount. [1:34:06](#) Council clarified and discussed what the agreement is. Councilmember Kathryn Beus felt funding would not be strongly supported by LeRay McAllister. [1:35:58](#) Matt Coombs said he felt the most LeRay McAllister would give is \$250,000. Council discussed. [1:37:12](#) Chair Erickson opened for motion. [1:37:20](#) Councilmember Nolan Gunnell explained motion for 1.25 with a drafted resolution requesting participation from LeRay McAllister and if declined will meet again. [1:37:48](#) Chair Erickson summarized the motion. Councilmembers Kathryn Beus, Nolan Gunnell, and Executive Zook left the meeting.

**Action:** Motion made by Councilmember Kathryn Beus to suspend rules and pass Resolution; seconded by Councilmember Nolan Gunnell.

**Motion passes.**

**Aye:** 7 David Erickson, Barbara Tidwell, Kathryn Beus, Nolan Gunnell, Sandi Goodlander, Karl Ward, Mark Hurd

**Nay:** 0

**B. 2024 COG Project- 1200 E (3100 North to 3400 North)**

**C. 2024 Project – 1000 E and 600 S in Smithfield**

**D. Ordinance 2024-09 – An ordinance Amending Chapter 5.08.0850 of the County Code Relating to the Consumption of Alcohol on County Owned Property.**

Discussion: [1:39:28](#) Bart Esplin for Fairgrounds explained the amendment to alcohol permit due to a language error that contradicts State Code. [1:44:04](#) Vice Chair Barbara Tidwell said this was presented before the ordinance and policy review council and it had her support. [1:44:22](#) Chair Erickson asked if the attorneys were present. [1:44:27](#) Taylor Sorenson answered for some of it yes but it's still evolving. [1:44:43](#) Chair Erickson raised concern for those who try to obtain a permit seeing blocks from the state. [1:45:04](#) Bart said it has been pretty smooth. [1:45:17](#) Taylor clarified and said details were being dialed in and put in a place to tweak later if needed. [1:45:31](#) Chair Erickson said that is the challenge working with county and state codes. [1:45:59](#) Bart said this will require tweaks of internal policy. [1:46:05](#) Chair Erickson opened for questions.

**Action:** Motion made by Councilmember Sandi Goodlander to suspend rules and pass ordinance; seconded by Vice Chair Barbara Tidwell

**Motion passes.**

**Aye:** 7 David Erickson, Barbara Tidwell, Kathryn Beus, Nolan Gunnell, Sandi Goodlander, Karl Ward, Mark Hurd

**Nay:** 0

**E. Resolution 2024-14 – A Resolution Amending Section 3-100 of the Countywide Policy Manual Establishing Defined Uses for Certain 3-Digit Line-Item Codes in the County Budget.**

**Discussion:** [1:49:02](#) Micah presented a code system policy to use for line items in a departmental budget. [1:52:46](#) Chair Erickson asked misc line item. [1:52:57](#) Councilmember Karl Ward said it's essential for unknown expenses. [1:53:09](#) Chair Erickson said it has been abused. [1:53:54](#) Councilmember Mark Hurd said the intent was to keep it very low. [1:54:10](#) Chair Erickson asked how transfers are done. [1:54:26](#) Micah answered that was removed from this policy. [1:55:30](#) Chair Erickson voiced his favor and how to handle misuse. [1:55:53](#) Councilmember Sandi Goodlander asked if every department has a miscellaneous account. [1:56:07](#) Micah answered most departments have them but some

departments are not operational or personnel. [1:56:34](#) Councilmember Sandi Goodlander said in Caselle it appeared miscellaneous is its own dump fund. [1:57:32](#) Councilmember Mark Hurd said the intent he understood was the miscellaneous service did not require budget item, but if needed is there to use. [1:58:18](#) Councilmember Sandi Goodlander said she understood the need but should be contained in the department using it. [1:58:38](#) Councilmember Mark Hurd said each code is centralizing the use of the money. [1:58:55](#) Micah said the policy doesn't change that but there is no control to avoid for example the same credit card used across different departments assigning to the miscellaneous fund other than an internal auditor. [1:59:46](#) Councilmember Sandi Goodlander said if that fund can't be eliminated we can control the amount in it and set resolution that it has to go through finance. [2:00:28](#) Micah and Councilmember Mark Hurd said a purchasing policy committee is coming together to control the use of the credit card and approvals. [2:01:11](#) Wes told council the department heads have to sign off on credit card transactions and the fuel bill for their operations before he will sign them off. [2:02:21](#) Councilmember Sandi Goodlander asked where travel would be put in the line item codes. [2:02:28](#) Micah explained amendments to the line item codes and descriptions. [2:06:10](#) Councilmember Sandi Goodlander asked a circumstantial question if the Sherriff drove to St. George how that would be charged. Micah answered the travel is only for mileage reimbursement but needs to be checked with Janeen and the fleet coordinator. Council mentioned vehicles not being used. [2:07:31](#) Wes responded a budget can be done for the vehicles to put fuel charges to. [2:07:55](#) Micah said as a council employee the way it is done now is a gas card receipt is given to Janeen and is taken out of the Council travel budget. Council said this should come from fuel budget and a line item needed to be created. [2:08:35](#) Councilmember Mark Hurd asked if a budget opening would happen. [2:08:47](#) Micah answered this would go into effect January 2025 and would not need a budget opening. [2:09:17](#) Councilmember Karl Ward asked if they can be incorporated into the document. [2:09:22](#) Chair Erickson agreed gave hie favor to the changes. [2:10:22](#) Micah asked if the amendments should be implemented. [2:10:29](#) Chair Erickson said yes and council will vote in two weeks. [2:10:42](#) Vice Chair Barbara Tidwell thanked Micah and Wes for his work and input on putting this together. [2:10:55](#) Chair Erickson echoed the sentiment. [2:11:35](#) Councilmember Sandi Goodlander asked Wes about a couple of items on the expense report and the process for credit card payments. [2:12:10](#) Wes answered he would need to look at them before he could answer. [2:12:18](#) Councilmember Sandi Goodlander asked in general how often the bill is paid. [2:12:22](#) Wes responded he is unsure if AP entered the dates when the transaction occurred or the statement date. [2:12:59](#) Councilmember Sandi Goodlander clarified things spent in June we haven't gotten the statement for yet. [2:13:08](#) Wes offered to discuss any questions on specific transactions. [2:13:26](#) Both discussed. [2:14:10](#) Councilmember Karl Ward joked about a labeled expense for a costume.

#### **F. Consideration of a Request for Local Consent for an Alcohol License in the County**

**Discussion:** [1:47:01](#) Micah explained request. [1:47:43](#) Bryson Behm added the Clerk's office received it and sent to the Sherriff's office.

**Action:** Motion made by Councilmember Mark Hurd to suspend rules and approve the application for local consent; seconded by Vice Chair Barbara Tidwell

**Motion passes.**

**Aye:** 7 David Erickson, Barbara Tidwell, Kathryn Beus, Nolan Gunnell, Sandi Goodlander, Karl Ward, Mark Hurd

**Nay:** 0

#### **12. Other Business**

- |   |   |
|---|---|
| <b>A. North Logan Pioneer Day Parade</b>  | <b>July 24, 2024 at 10:00 AM – Mark</b>                         |
| <b>B. Logan Pioneer Day Parade</b>        | <b>July 24, 2024 at 12:00 PM<br/>Barbara, Karl, Sandi, Dave</b> |
| <b>C. River Heights Apple Days Parade</b> | <b>August 24, 2024 at 4:00 PM</b>                               |
| <b>D. UAC Annual Convention</b>           | <b>September 11-12 at Utah Valley Convention Center</b>         |
| <b>E. County Council Summer Party</b>     |   |
| <b>F. June 2024 Expense Report</b>        |   |
| <b>G. June 2024 Financial Report</b>      |   |
| <b>H. June 2024 Treasurer's Report</b>    |   |

#### **13. Council Member Reports**

**David Erickson –**

**Sandi Goodlander –** [2:22:42](#) Spoke about the Audit Committee Meeting nothing substantial was found but had some recommendations will be presented next week. [2:23:19](#) Wes said the auditor will present a few findings August 13 that council will be able to review beforehand.

**Karl Ward –**

**Barbara Tidwell –** [2:21:10](#) Spoke to her meeting with the Sheriff and Public Works and wanted to express her gratitude for being on top of the budget. She said the Policy and Ordinance Review Committee has made headway. The contract policy has not been handled correctly so far and she asked Bryson Behm for help to get that done.

**Kathryn Beus –**

**Nolan Gunnell –**

**Mark Hurd –** [2:15:02](#) Suggested something be put next to the microphone or a larger podium to help when those with laptops are speaking. He said action items would come soon from what was discussed at the Cache Economic Opportunity Board meeting with Airport Authority. At the Library board meeting there was discussion for the old elementary school for Cache County library but the Board's response was expansion would make sense further North. [2:18:08](#) Councilmember Karl Ward said that is challenging because the other good libraries in the cities and the smaller communities are lacking. [2:18:30](#) Councilmember Sandi Goodlander asked about Libby access and suggested a public outreach. [2:18:58](#) Councilmember Mark Hurd said that is what he planned to say. He said the number of users for digital media have doubled and added the contract between Cache County, Providence, and River Heights needs to be updated.

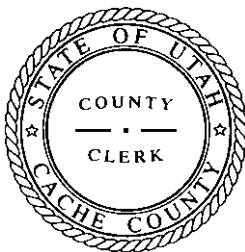
**Adjourn: 7:30 PM** [2:23:45](#) Chair Erickson closed.

---

**APPROVAL: David Erickson, Chair**  
**Cache County Council**

---

**ATTEST: Bryson Behm, Clerk**  
**Cache County Council**





## CACHE COUNTY COUNCIL WORKSHOP

July 23, 2024 at 3:00 p.m. - Cache County Chamber at 199 North Main, Logan, Utah.

*In accordance with the requirements of Utah Code Annotated Section 52-4-203, the County Clerk records in the minutes the names of all persons who appear and speak at a County Council meeting and the substance "in brief" of their comments. Such statements may include opinions or purported facts. The County does not verify the accuracy or truth of any statement but includes it as part of the record pursuant to State law.*

**MEMBERS PRESENT:** Chair David Erickson, Vice-Chair Barbara Tidwell, Councilmember Karl Ward, Councilmember Sandi Goodlander, Councilmember Nolan Gunnell, Councilmember Mark Hurd, Councilmember Kathryn Beus.

**MEMBERS EXCUSED:**

**STAFF PRESENT:**

**OTHER ATTENDANCE:**

### Council Meeting

1. **Call to Order 5:00p.m. – 0:07** Chair Erickson opened.

2. **2025 Budget Presentation**

a. **Sheriff's Office**

**Discussion:** [0:41](#) Sheriff Jensen thanked Wes and staff for work on the budget. He explained overview of what and how revenues are being brought in. He proceeded with budget and expenses. [15:05](#) Wes Bingham said capital items are listed and budgeted in a capital improvement project fund. [15:23](#) Chair Erickson asked if all items shown were Capital items. [15:26](#) Sheriff Jensen answered they are building needs. Discussion held to remove item #2 incorrectly listed that had already been funded. [16:17](#) Sheriff Jensen continued to explain items. [20:16](#) Brittany Kingston asked if item for sheriff vehicles is for new vehicles or current. [20:21](#) Sheriff Jensen answered the current vehicles. Future purchase is going to be discussed. [21:23](#) Brittany said a follow up statement (inaudible). [21:36](#) Sheriff Jensen answered he was not sure. [21:40](#) Wes added part of the CIP is identifying items needed, not all would be approved. [22:26](#) Chair Erickson asked if the list was ordered in any priority ranking. [22:30](#) Sheriff Jensen answered the only priority for them right now is the jail roof. [23:01](#) Chair Erickson requested they be prioritized for next time. [23:09](#) Wes added each department will put their priority request and he will have a committee who reviews the capital requests to eliminate options before presented to Council. [23:39](#) Vice Chair Barbara Tidwell asked what location item 10 is. [23:57](#) Sheriff answered the old road shop building. [24:38](#) Wes said a long range plan is the goal. The CIP form will identify how far the capital request is developed. [25:19](#) Sheriff Jensen said everything but housing is a guess. The projects will be looked at closer to get real numbers. [25:44](#) Chair Erickson said it is easier to act with time instead of react. [25:56](#) Sheriff Jensen agreed. [26:34](#) Vice Chair Barbara Tidwell asked about the \$10,000 charge for GIS and trail coordination fees. [26:49](#) Sheriff Jensen, Wes, and Brittany answered the GIS fees fall within a range of revenues and does not fall into his budget. [27:58](#) Wes said renumbering might need to be done. [28:06](#) Sheriff Jensen added he wasn't sure what those were when he saw them on the revenues report. [28:26](#) Chair Erickson said this can inflate a budget and skew things. [28:37](#) Wes responded that is an area to work on and would review projected expenditures. [29:16](#) Sheriff Jensen spoke to the Explorer Account. [30:51](#) Chair Erickson asked if there is a payback requirement for that program. [31:00](#) Sheriff Jensen answered if they use the scholarship to go they are a Cache County employee. He explained the hiring and costs process and that the turnover is low. [32:04](#) Wes said personnel costs will change. [32:38](#) Sheriff Jensen said more controls will be in place for internal changes to avoid budget conflicts. [33:34](#) Councilmember Sandi Goodlander asked if the criminal division budget increase of 32% was because of the new school resource officer. [33:53](#) Sheriff Jensen said yes, the big increase is for personnel and support services with probation. [34:08](#) Chair Erickson asked what trends are predicted to be seen in the next year or two. [34:25](#) Sheriff Jensen answered the requirements from the state put more training in place and changed the budget, but he did not foresee anything different other than the school district may decide to add extra school resource officer. [38:14](#) Chair Erickson thanked the Sherriff.

**b. Public Works**

**Discussion:** [39:01](#) Mat Phillips explained the budget breakdown for public works. [46:05](#) Wes said the objective of the Capital Program Planning Committee is together to identify what improvements are most important. [46:46](#) Councilmember Nolan Gunnell asked if a portable generator would be useful. [47:08](#) Matt answered if it was a big emergency the generator could be moved however if it is an earthquake or snowstorm probably not. [48:22](#) Councilmember Karl Ward asked where land can be found for \$50,000. [48:31](#) Matt asked if the question was about the land purchase in line item and said the long divide is an example for possibility and preparation of easements which is what that money would be used for. He continued with the engineering section and brought a new position to Council. [51:08](#) Councilmember Kathryn Bues asked how much is contracted for. [51:14](#) Matt answered as much money as we can afford. The person being hired is to do the required in house work. He said the surveyor role is being filled by other departments and staff and it needs to be its own. He continued with vegetation. [57:13](#) Councilmember Sandi Goodlander asked if the chemicals and other etc. were removed from the budget. [57:19](#) Matt answered changes were done to put previously listed miscellaneous charges to line items. He moved to the road division. [1:00:51](#) Chair Erickson said he believed Estancia was on the docket to be done this year. [1:00:55](#) Matt said last year it was cut out so it is added back into this year. [1:01:13](#) Councilmember Kathryn Bues asked where 3400 S is. [1:01:18](#) Matt described the location as called Bailey's. [1:03:53](#) Councilmember Kathryn Bues asked why the vac truck was listed on road but not on the 5 year CIP. [1:04:04](#) Matt answered it is grouped under road. [1:04:19](#) Wes spoke highly of Matt and said he expected a CIP plan to come together after a year as it develops. [1:04:55](#) Matt talked about the upcoming needs to keep the County going as equipment wears out. [1:06:46](#) Chair Erickson said more questions will come. [1:06:55](#) Matt said twenty minutes is not enough time to explain everything and offered to answer any questions. [1:07:13](#) Councilmember Sandi Goodlander asked what the abbreviation RSSD stood for. [1:07:15](#) Matt answered Road Special Service District who he said should have a meeting to allocate budget. [1:07:33](#) Councilmember Sandi Goodlander asked how long ago it was formed. [1:07:39](#) Matt said the district was formed a long time ago to collect secure rural school trust money. [1:08:00](#) Wes said a process has to be done through the state to secure the funds. [1:08:18](#) Matt added it is to receive those funds and then a board meeting held to discuss how to expend those funds to earmark projects instead of showing as a revenue item.

**Adjourn** [1:08:48](#)

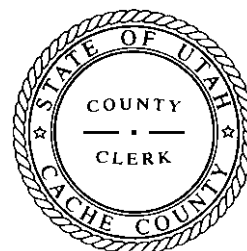
**Adjourn: 7:30 PM**

---

**APPROVAL: David Erickson, Chair**  
**Cache County Council**

---

**ATTEST: Bryson Behm, Clerk**  
**Cache County Council**





CACHE COUNTY, UTAH

# FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2023

**CACHE COUNTY**  
**FINANCIAL STATEMENTS**  
**DECEMBER 31, 2023**

	Page
<b>FINANCIAL SECTION</b>	
Independent Auditor's Report .....	3
Management Discussion and Analysis .....	7
<b>Basic Financial Statements</b>	
Government-wide Financial Statements	
Statement of Net Position .....	15
Statement of Activities .....	16
Fund Financial Statements	
Governmental Funds	
Balance Sheet .....	17
Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Position .....	18
Statement of Revenues, Expenditures, and Changes in Fund Balances .....	19
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities .....	20
Fiduciary Funds	
Statement of Fiduciary Net Position .....	21
Statement of Changes in Fiduciary Net Position .....	22
Component Units	
Combining Statement of Net Position .....	23
Combining Statement of Activities .....	24
Notes to the Financial Statements .....	26
<b>Required Supplementary Information</b>	
Budgetary Comparison Schedules	
General Fund .....	49
Tax Administration Fund .....	51
Municipal Services Fund .....	52
Mental Health Fund .....	54
CCCOG Fund .....	55
Schedule of the Proportionate Share of the Net Pension Liability – Primary Government .....	56
Schedule of the Proportionate Share of the Net Pension Liability – Component Units .....	61
Schedule of Contributions – Primary Government .....	66
Schedule of Contributions – Component Units .....	67
Notes to the Required Supplementary Information .....	68
<b>Supplementary Information</b>	
Nonmajor Governmental Funds	
Combining Balance Sheet .....	70
Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances .....	71
Budgetary Comparison Schedules	
CCCF Fund .....	72
CDRA Fund .....	73
Health Fund .....	74
Visitor's Bureau Fund .....	75
Council on Aging Fund .....	76
Restaurant Tax Fund .....	77
Children's Justice Center Fund .....	78
RAPZ Tax Fund .....	79

	<b>Page</b>
RSSD Fund .....	80
Debt Service Fund .....	81
Combining Statement of Fiduciary Net Position – Custodial Funds .....	82
Combining Statement of Change in Fiduciary Net Position – Custodial Funds .....	83
<b>Component Units</b>	
North Park Interlocal Cooperative	
Combining Statement of Net Position .....	85
Combining Statement of Activities .....	86
<b>SINGLE AUDIT REPORTS</b>	
Schedule of Expenditures of Federal Awards .....	89
Notes to the Schedule of Expenditures of Federal Awards .....	95
Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.....	96
Independent Auditor’s Report on Compliance for Each Major Federal Program and Report on Internal Control over Compliance in Accordance with the Uniform Guidance.....	98
Schedule of Findings and Questioned Costs .....	101
Summary Schedule of Prior Year Audit Findings .....	105
Corrective Action Plan .....	106
<b>STATE COMPLIANCE REPORTS</b>	
Independent Auditor’s Report on Compliance and Report on Internal Control Over Compliance as Required by the State Compliance Audit Guide .....	109
Schedule of State Compliance Findings and Recommendations .....	113



## INDEPENDENT AUDITOR'S REPORT

To the Cache County Council  
Cache County  
Logan, Utah

### Report on the Audit of the Financial Statements

#### *Opinions*

We have audited the financial statements of the governmental activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Cache County, Utah (the County), as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the County's basic financial statements as listed in the table of contents.

In our opinion, based on our audit and the report of other auditors, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the County, as of December 31, 2023, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

We did not audit the financial statements of Bridgerland Community Ice Arena (a component unit of North Park Interlocal Cooperative), which represent 7 percent, 7 percent, and 7 percent, respectively, of the assets, net position, and revenues of the aggregate discretely presented component units of the County. Those financial statements were audited by other auditors whose report thereon has been furnished to us, and our opinion, insofar as it relates to the amounts included for Bridgerland Community Ice Arena, is based solely on the report of the other auditors.

#### *Basis for Opinions*

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* (GAS), issued by the Comptroller General of the United States.

Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the County and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the County's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and GAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and GAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the County's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, the budgetary comparison information, the schedules of the proportionate share of the net pension liability, and the schedules of contributions, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the County's basic financial statements. The supplementary information and accompanying notes, as listed in the table of contents, including the schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The supplementary information described above is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally

accepted in the United States of America. In our opinion, based on our audit, the procedures performed as described above, and the report of the other auditors, the supplementary information described above is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### ***Change in Accounting Principle***

As described in the notes to the financial statements, the County adopted new accounting guidance, GASB Statement No. 96, Subscription-Based Information Technology Arrangements. Our opinion is not modified with respect to this matter.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated July 19, 2024 on our consideration of the County's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the County's internal control over financial reporting and compliance.

A handwritten signature in dark ink that reads "Jones Simkins LLC". The signature is written in a cursive, flowing style.

JONES SIMKINS LLC

Logan, Utah

July 19, 2024

## INTRODUCTION

The following discussion and analysis is presented as an overview of the financial performance of Cache County for the year ended December 31, 2023. Please consider information presented here in context with the financial statements and the notes to the financial statements for a full understanding of the condition of the County.

## FINANCIAL HIGHLIGHTS

- The net position of the County was about \$137.4 million, representing an increase of approximately \$7.1 million or about 5.5 percent over the prior year. The portion of total net position which represents the amount the County can use to meet ongoing, financial obligations is the unrestricted amount. At the end of the year, this amount was approximately \$31.4 million, or 22.8 percent of total net position.
- During the year, the County had net program expenses of approximately \$54.5 million. This was a significant increase as compared to last year, when net program expenses were approximately 49.1 million. The total cost of the County's programs was about \$79.4 million and increased approximately \$8.2 million, or about 11.6 percent, from the prior year.
- Combined fund balances of the County amounted to about \$83.6 million, an increase of approximately \$3.8 million or about 4.8 percent, from the prior year. Of the combined total, approximately \$51.1 million, or 61.1 percent, is subject to external restrictions on its use.
- Unassigned fund balance of the General Fund was about \$30.9 million, which amount was approximately 68.0 percent of the total expenditures of the fund.

## OVERVIEW OF THE FINANCIAL STATEMENTS

The discussion and analysis provided here are intended to serve as an introduction to Cache County's basic financial statements, which consist of three main components: 1) government-wide financial statements, 2) fund financial statements, and 3) the notes to the financial statements. This report also includes supplementary information intended to furnish additional detail to support the basic financial statements.

### Government-wide Statements

These statements provide a broad overview with a long-term focus of the County's finances as a whole and are prepared using the accrual basis of accounting, similar to private sector businesses.

**Statement of Net Position.** The statement of net position presents financial information on all of the County's assets, liabilities, and deferred inflows/outflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the County is improving or declining.

**Statement of Activities.** The statement of activities presents information showing how the County's net position changed during the year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Therefore, revenues and expenses are reported for some items that will only result in cash flows in future years.

Both of the government-wide financial statements distinguish between functions that are principally supported by taxes and intergovernmental revenues, called *governmental activities*, and other functions that are intended to recover all or a significant portion of their costs through user fees and charges, called *business-type activities*. The governmental activities of the County include general government, public safety, streets and public improvements, health and welfare, and culture and recreation. The County does not have any business-type activities.

The government-wide financial statements include not only the County's financial information, known as the *primary government*, but also some legally separate entities, because the County is financially accountable for them. Financial

## MANAGEMENT DISCUSSION AND ANALYSIS

DECEMBER 31, 2023

information for these *component units* is reported separately from the financial information presented for the County. These entities include the Logan-Cache Airport Authority, North Park Interlocal Cooperative, which includes the Bridgerland Community Ice Arena as its own component unit, and the Bear River Health Department.

### Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Cache County, like all other state and local governments, uses fund accounting to demonstrate compliance with finance-related legal requirements. There are three broad classifications of fund types: governmental, proprietary, and fiduciary. All of the funds of the County can be classified as either a governmental fund or a fiduciary fund.

**Governmental funds.** Most of the County's basic services are accounted for in governmental funds and are essentially the same functions reported as governmental activities in the government-wide statements. Governmental funds use the modified accrual basis of accounting, which measures the flow of current financial resources that can be converted to cash and the balances that are left at the end of the year that are available for future spending. This short-term view of the County's financial position helps determine whether the County has sufficient resources to cover expenditures for its basic services in the near future.

**Fiduciary funds.** Fiduciary funds are used to account for resources held for the benefit of parties outside the government. The County's fiduciary funds are custodial funds. These funds are custodial in nature and do not involve measuring results of operations. Accordingly, a statement of fiduciary net position and a statement of changes in fiduciary net position is presented. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the programs of the County.

### Notes to the Financial Statements

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

### GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position over time, may serve as a useful indicator of a government's financial condition. At the end of 2023, the County's assets and deferred outflows of resources exceeded its liabilities and deferred inflows of resources by \$137,431,533, an increase of \$7,129,380 from the prior year.

Just under half of the County's net position, \$54,982,655 or 40.0 percent, reflect its investment in capital assets (e.g. land, construction in process, buildings and improvements, equipment, and infrastructure) less any related, outstanding debt used to acquire the assets. The County uses these assets to provide a variety of services to its citizens. Accordingly, these assets are not available for future spending. Although the County's investment in capital assets is reported net of related debt, it should be noted

### CACHE COUNTY'S NET POSITION

#### GOVERNMENTAL ACTIVITIES

	2023	2022	% Change
<b>ASSETS</b>			
Current and other assets	\$103,328,654	\$ 99,577,565	3.8%
Capital assets, net	69,059,289	67,827,483	1.8%
Non-current assets	361,858	6,571,928	-94.5%
Total assets	<u>172,749,801</u>	<u>173,976,976</u>	<u>-0.7%</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Pensions	<u>7,794,655</u>	<u>6,051,929</u>	<u>28.8%</u>
<b>LIABILITIES</b>			
Current liabilities	23,540,284	19,514,058	20.6%
Long-term liabilities	<u>19,394,304</u>	<u>18,356,276</u>	<u>5.7%</u>
Total liabilities	<u>42,934,588</u>	<u>37,870,334</u>	<u>13.4%</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Pensions	<u>178,335</u>	<u>11,856,418</u>	<u>-98.5%</u>
<b>NET POSITION</b>			
Net investment in capital assets	54,982,655	52,991,734	3.8%
Restricted	51,098,010	42,745,234	19.5%
Unrestricted	<u>31,350,868</u>	<u>34,565,185</u>	<u>-9.3%</u>
Total net position	<u>\$137,431,533</u>	<u>\$130,302,153</u>	<u>5.5%</u>



## MANAGEMENT DISCUSSION AND ANALYSIS

DECEMBER 31, 2023

that the resources used to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional \$51,098,010, or 37.2 percent, represents the restricted amount of the County's net position. These assets are restricted because of various contracts and agreements with outside entities, or laws and regulations, which dictate how these resources may be used. The remaining balance of \$31,350,867, or 22.8 percent of net position, may be used to meet the general, ongoing financial obligations of the County.

### Governmental Activities

As discussed previously, activities can commonly be divided into either governmental or business-type activities. However, none of the operations of the County meet the definition of business-type activities. Therefore, the entire increase in net position of \$7,129,380 from the prior year is attributable to governmental activities.

Sales tax revenue, representing 36.0 percent of all revenue, is the County's most significant revenue source. In 2023, sales tax revenue increased over the prior year by \$519,048, or 1.7 percent, and totaled \$31,106,556. Property tax revenue, also a significant source of revenue for the County, accounts for 27.7 percent of all revenue. In 2023, it grew by \$1,109,913, or 4.9 percent, and totaled \$23,994,488.

In total, revenues for the County decreased \$2,395,989, or 2.7 percent, from the prior year. The primary reasons for the net decrease are due to decreases in other general revenues.

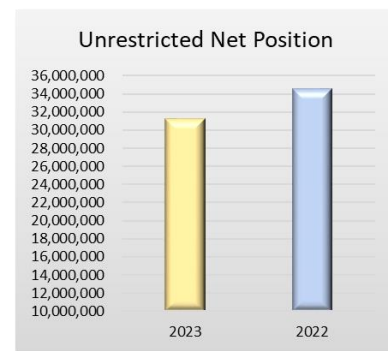
Other general revenues decreased by approximately \$6.9 million. The entire amount of that decrease was related to an ARPA grant that was awarded by the Federal government to help aid with the COVID-19 crisis in the prior years.

Charges for services and capital grants and contributions remained about the same when compared to the prior year.

Increases in operating grants and contributions were due to increases in general fund grant awards and mental health grants awarded in the current year.

Taxes collected by the County create the largest portion of revenues for the County totaling \$55,101,044, or 63.7 percent of all revenues. Charges for services, totaling \$13,461,750 or 15.6 percent, also played a key role in financing the County's operational and capital needs. Operating grants and contributions were also a significant portion of total revenues at \$11,355,059 or 13.2 percent.

Total expenses increased for the County by \$8,242,461, or 11.6 percent, from the prior year. The activity with the largest increase was general government, experiencing an increase of \$5,064,760, or 31.1 percent. The primary reasons for the total increase in



### CHANGES IN CACHE COUNTY'S NET POSITION

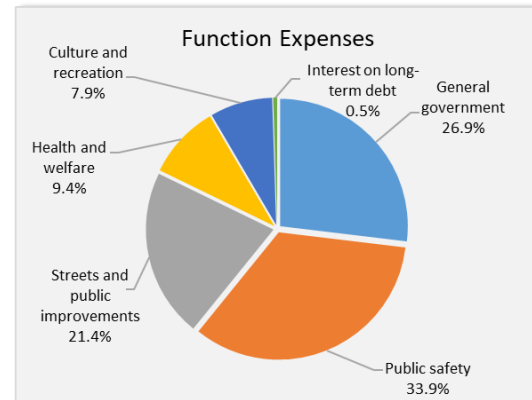
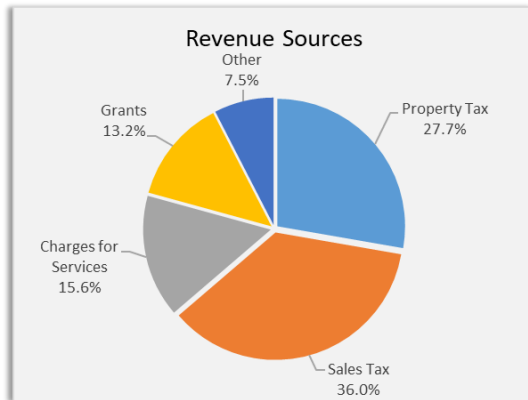
#### GOVERNMENTAL ACTIVITIES

	2023	2022	% Change
<b>REVENUES</b>			
Program revenues			
Charges for services	\$ 13,461,750	\$ 12,609,108	6.8%
Operating grants and contributions	11,355,059	9,182,245	23.7%
Capital grants and contributions	45,000	190,792	-76.4%
General revenues			
Property taxes	23,994,488	22,884,575	4.9%
Sales taxes	31,106,556	30,587,508	1.7%
Other general revenues	6,535,200	13,439,814	-51.4%
Total revenues	86,498,053	88,894,042	-2.7%
<b>EXPENSES</b>			
General government	21,351,885	16,287,125	31.1%
Public safety	26,921,500	22,364,034	20.4%
Streets and public improvements	16,983,210	20,241,805	-16.1%
Health and welfare	7,420,657	5,717,368	29.8%
Culture and recreation	6,283,153	6,088,007	3.2%
Interest on long-term debt	408,268	427,873	-4.6%
Total expenses	79,368,673	71,126,212	11.6%
Change in net position	7,129,380	17,767,830	-59.9%
Net position - January 1	130,302,153	112,534,323	15.8%
Net position - December 31	\$137,431,533	\$130,302,153	5.5%

# MANAGEMENT DISCUSSION AND ANALYSIS

DECEMBER 31, 2023

County expenses were related to land 6F agreement payments of about \$3.1 million, an increase of pension expense of approximately \$2.5 million, and an increase in mental health expenses of approximately \$1.5 million.



Public safety services generate the most significant portion of the County's expenses amounting to \$26,921,500, or 33.9 percent of total expenses. The costliest programs within the County's public safety services are the Sheriff Patrol, the Support Services function, and the operation of the County jail, with program costs of \$6,381,844, \$5,529,528, and \$10,575,173, respectively. Combined, these three programs account for 28.3 percent of the County's total expenses. The cost of these programs increased by 10.4 percent from the prior year.

The following table shows to what extent the County's governmental activities relied on program-related revenues to cover program costs. In 2023, these revenues covered \$24,861,809, or 31.3 percent, of total expenses through charges for services, grants and contributions. Taxes and other general revenues covered the remaining 68.7 percent of the County's expenses.

## CACHE COUNTY'S NET PROGRAM COSTS

### GOVERNMENTAL ACTIVITIES

ACTIVITIES	Program Expenses	Less Program Revenues	Net Program Expenses		Program Revenues as a Percentage of Program Expenses	
	2023	2023	2023	2022	2023	2022
General government	\$ 21,351,885	\$ (6,810,412)	\$ 14,541,473	\$ 10,426,075	31.9%	36.0%
Public safety	26,921,500	(8,647,756)	18,273,744	14,433,670	32.1%	35.5%
Streets and public improvements	16,983,210	(3,530,870)	13,452,340	16,808,402	20.8%	17.0%
Health and welfare	7,420,657	(4,960,476)	2,460,181	1,781,856	66.8%	68.8%
Culture and recreation	6,283,153	(912,295)	5,370,858	5,266,191	14.5%	13.5%
Interest on long-term debt	408,268	-	408,268	427,873	0.0%	0.0%
Total governmental activities	<u>\$ 79,368,673</u>	<u>\$ (24,861,809)</u>	<u>\$ 54,506,864</u>	<u>\$ 49,144,067</u>	<u>31.3%</u>	<u>30.9%</u>

## MANAGEMENT DISCUSSION AND ANALYSIS

DECEMBER 31, 2023

## CAPITAL ASSETS AND DEBT ADMINISTRATION

## Capital Assets

The investment in capital assets, net of accumulated depreciation and amortization, of the County for its governmental activities totaled \$69,059,289 at the end of the year. This investment in capital assets includes land, construction in process, buildings and improvements, equipment, right to use assets, and infrastructure. Right to use assets – subscription asset is a new asset implemented this year due to GASB 96. The total net amount increased over the prior year by \$1,231,806, or 1.8 percent. The most significant addition to capital assets was related to an increase in equipment purchased of about \$1.5 million over the prior year. Total capital purchases were approximately \$5.9 million. These increases were partially offset by current depreciation and amortization of approximately \$4.2 million and net disposals of approximately \$0.5 million.

## CACHE COUNTY'S CAPITAL ASSETS, NET

GOVERNMENTAL ACTIVITIES

	2023	2022	% Change
Land	\$ 3,673,786	\$ 3,673,786	0.0%
Construction in process	1,206,007	4,108,104	-70.6%
Buildings and improvements	42,039,246	39,291,659	7.0%
Equipment	13,551,584	12,034,491	12.6%
Right to use - subscription assets	301,703	-	100%
Infrastructure	8,286,963	8,719,443	-5.0%
Total capital assets, net	<u>\$ 69,059,289</u>	<u>\$ 67,827,483</u>	<u>1.8%</u>

## Long-term Debt

Bonded debt outstanding at the end of the year, consisting of revenue bonds, had a balance of \$13,056,000 compared to \$13,772,000 at the prior year end. There are two bonds outstanding at the end of 2023. The 2017 series bonds, issued in the amount of \$3,200,000, were issued in 2017 to help finance the Cache County Event Center. The 2019 series bonds, issued in the amount of \$12,500,000, were issued in 2019 to help finance the new road facility. Direct borrowings at the end of the year totaled \$1,420,810 compared to \$1,573,242 at the prior year end. There was one new capital asset financed with debt during the year and two were paid off making a total of five debts outstanding at the end of the year. The first is for the purchase of patrol vehicles in 2020, the second is for the purchase of patrol vehicles in 2021, the third is for the purchase of fire vehicles in 2021, the fourth is for the purchase of patrol vehicles in 2022, and the fifth is for the purchase of patrol vehicles in 2023. In addition to the revenue bonds and direct borrowings, the County's long-term obligations include an accrual for compensated absences in the amount of \$3,221,982. The County also has a new GASB 96 subscription liability in the current year in the amount of \$292,298. The adjoining table presents changes to long-term obligations relative to the prior year.

## CACHE COUNTY'S LONG-TERM DEBT

GOVERNMENTAL ACTIVITIES

	2023	2022	% Change
Sales tax revenue bonds, net of premiums and refundings	\$ 13,056,000	\$ 13,772,000	-5.2%
Direct borrowings	1,420,810	1,573,242	-9.7%
Subscription liability	292,298	-	100%
Compensated absences	3,221,982	3,011,034	7.0%
Total long-term debt	<u>\$ 17,991,090</u>	<u>\$ 18,356,276</u>	<u>-2.0%</u>

## FUND FINANCIAL ANALYSIS

As noted earlier, a fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Some funds are required by law to exist. The County uses fund accounting to ensure and demonstrate compliance with the Uniform Fiscal Procedures Act (Utah Code Title 17 Chapter 36). Other funds are established internally to maintain control over a particular activity, such as capital projects.

## Governmental Funds

The focus of the governmental funds of the County is to provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing the financing requirements of the County. Unassigned fund

## MANAGEMENT DISCUSSION AND ANALYSIS

DECEMBER 31, 2023

balance may serve as a useful measure of the County's net resources available for discretionary use as it represents the portion of fund balance which has not yet been limited, by external or internal authority, for any particular purpose.

As of December 31, 2023, the combined fund balance of the governmental funds of the County was \$83,613,597, an increase of \$3,807,990, or 4.8 percent, in comparison with the prior year. Of that fund balance, \$30,882,053, or 36.9 percent, was unassigned and was available for appropriation by the County at its discretion. The remainder of the fund balance was either restricted or assigned and was available for spending subject to specific constraints, or it was in nonspendable form.

The general fund is the principal operating fund of the County. As of December 31, 2023, the unassigned fund balance of the general fund was \$30,882,053. This amount represents 68.0 percent of the total expenditures of the general fund, and is 164.1 percent of the total revenues from property taxes for the current year.

## CACHE COUNTY'S FUND BALANCES

## GOVERNMENTAL FUNDS

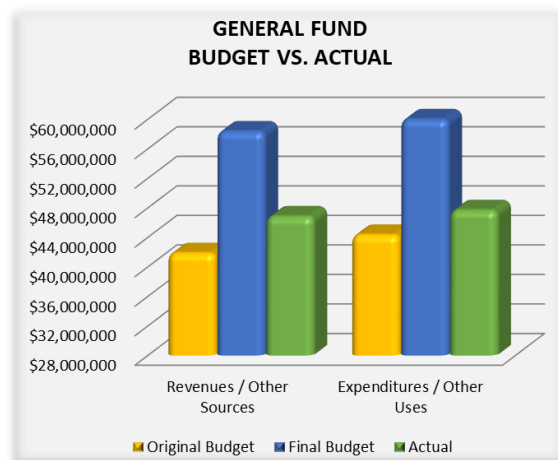
FUNDS	2023					2022	% Change
	Nonspendable	Restricted	Assigned	Unassigned	Total	Total	
General	\$ 895,556	\$ 642,246	\$ -	\$ 30,882,053	\$ 32,419,855	\$ 33,265,109	-2.5%
Assessing and Collecting	206	6,149,770	-	-	6,149,976	6,329,046	-2.8%
Municipal Services	16,070	9,580,770	-	-	9,596,840	9,594,717	0.0%
CCCOG	-	23,165,571	-	-	23,165,571	19,957,937	16.1%
Capital Projects	-	-	350,050	-	350,050	350,050	0.0%
Other (Nonmajor)	14,511	11,559,653	357,141	-	11,931,305	10,308,748	15.7%
Total fund balances	\$ 926,343	\$ 51,098,010	\$ 707,191	\$ 30,882,053	\$ 83,613,597	\$ 79,805,607	4.8%

## General Fund Budgetary Highlights

The final adopted revenue budget of the general fund increased by \$15,922,100 over the original budget. The most significant increase in budgeted revenues resulted from a change in grant revenue related to the ARPA grant. The increase for the grant was \$12,298,400, or 77.2 percent of the total revenue budget increase.

Budgeted expenditures increased by \$11,285,335 over the original budget. Some of the most notable increases are as follows:

- The largest increase to the budget was related to transfers out to other funds for ARPA projects. Those transfer increases were approximately \$6.5 million.
- A significant portion of the increase was related to contributions to other units related to the land 6F agreement in the amount of approximately \$3.3 million.



## REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the County's finances for all those with an interest in the County's finances. Questions concerning any of the information in this report or requests for additional financial information should be addressed to the County Executive's office at 199 North Main, or the County Finance department at 179 North Main, Logan, Utah, 84321.

This page intentionally left blank.

## **BASIC FINANCIAL STATEMENTS**



## STATEMENT OF NET POSITION

AS OF DECEMBER 31, 2023

	Primary Government		
	Governmental		Component
	Activities	Total	Units
<b>ASSETS</b>			
Cash and cash equivalents	\$ 5,608,885	\$ 5,608,885	\$ 9,418,256
Equity in investment pool	87,200,415	87,200,415	844,886
Taxes receivable	5,977,061	5,977,061	-
Accounts receivable, net	382,551	382,551	2,411,049
Interest receivable	77,156	77,156	-
Due from other governments	2,463,769	2,463,769	233,442
Investments	-	-	1,489,301
Inventory	-	-	439,551
Restricted cash and investments	692,474	692,474	-
Other assets, net	926,343	926,343	11,976
Capital assets:			
Land	3,673,786	3,673,786	3,475,028
Construction in process	1,206,007	1,206,007	163,212
Buildings, improvements and equipment	88,440,101	88,440,101	43,384,122
Infrastructure	18,662,012	18,662,012	-
Accumulated depreciation	(43,224,320)	(43,224,320)	(24,810,228)
Right to use assets - subscriptions	400,973	400,973	-
Accumulated amortization	(99,270)	(99,270)	-
Net pension asset	361,858	361,858	-
Total assets	172,749,801	172,749,801	37,060,595
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Pensions	7,794,655	7,794,655	2,230,168
Total deferred outflows of resources	7,794,655	7,794,655	2,230,168
<b>LIABILITIES</b>			
Accounts payable and accrued liabilities	4,862,016	4,862,016	893,510
Due to other governments	1,237,716	1,237,716	-
Unearned revenue	13,347,425	13,347,425	19,281
Long-term liabilities:			
Due within one year			
Notes Payable	4,009,893	4,009,893	336,800
Subscription liability	83,234	83,234	-
Due in more than one year			
Notes Payable	13,688,899	13,688,899	505,200
Subscription liability	209,064	209,064	-
Net pension liability	5,496,341	5,496,341	923,798
Total liabilities	42,934,588	42,934,588	2,678,589
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Pensions	178,335	178,335	24,462
Total deferred inflows of resources	178,335	178,335	24,462
<b>NET POSITION</b>			
Net investment in capital assets	54,982,655	54,982,655	22,212,134
Restricted for:			
Air pollution control	599,286	599,286	-
Building inspection	1,579,928	1,579,928	-
Capital projects	-	-	31,476
Election equipment	25,028	25,028	-
Health services	406,377	406,377	-
Municipal services	7,236,859	7,236,859	-
Open spaces	116,390	116,390	-
Parks and recreation	10,585,837	10,585,837	-
Property tax administration	6,149,770	6,149,770	-
Recorder services	252,399	252,399	-
Streets and public improvements	23,356,977	23,356,977	-
Debt service	571,219	571,219	-
Other purposes	217,940	217,940	132,829
Unrestricted	31,350,868	31,350,868	14,211,273
Total net position	\$ 137,431,533	\$ 137,431,533	\$ 36,587,712

The notes to the financial statements are an integral part of this statement.

CACHE COUNTY

STATEMENT OF ACTIVITIES  
YEAR ENDED DECEMBER 31, 2023

Functions/Programs	Expenses	Program Revenues			Net (Expenses) Revenues Changes in Net Assets		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary Government		Component Units
					Governmental Activities	Total	
<b>Primary government:</b>							
Governmental activities:							
General government	\$ 21,351,885	\$ 4,001,555	\$ 2,808,857	\$ -	\$ (14,541,473)	\$ (14,541,473)	\$ -
Public safety	26,921,500	7,433,620	1,214,136	-	(18,273,744)	(18,273,744)	-
Streets and public improvements	16,983,210	881,896	2,648,974	-	(13,452,340)	(13,452,340)	-
Health and welfare	7,420,657	424,437	4,536,039	-	(2,460,181)	(2,460,181)	-
Culture and recreation	6,283,153	720,242	147,053	45,000	(5,370,858)	(5,370,858)	-
Interest on long-term debt	408,268	-	-	-	(408,268)	(408,268)	-
Total governmental activities	79,368,673	13,461,750	11,355,059	45,000	(54,506,864)	(54,506,864)	-
Total primary government	<u>\$ 79,368,673</u>	<u>\$ 13,461,750</u>	<u>\$ 11,355,059</u>	<u>\$ 45,000</u>	(54,506,864)	(54,506,864)	-
<b>Component Units:</b>							
Airport Authority	\$ 1,507,133	\$ 171,917	\$ 160,000	\$ 353,677	-	-	(821,539)
North Park Interlocal Cooperative	1,179,427	729,382	523,229	-	-	-	73,184
Bear River Health Department	14,388,705	3,421,605	11,383,408	-	-	-	416,308
Total component units	<u>\$ 17,075,265</u>	<u>\$ 4,322,904</u>	<u>\$ 12,066,637</u>	<u>\$ 353,677</u>	-	-	(332,047)
General revenues:							
Property taxes					23,994,488	23,994,488	-
Sales and use taxes					31,106,556	31,106,556	-
American Rescue Plan Act					1,792,677	1,792,677	-
Interest and investment income					4,102,785	4,102,785	424,788
Gain on sale of assets					159,439	159,439	160,802
Miscellaneous income					480,299	480,299	1,801,820
Total general revenues					61,636,244	61,636,244	2,387,410
Changes in net position					7,129,380	7,129,380	2,055,363
Net position - January 1					130,302,153	130,302,153	34,532,349
Net position - December 31					<u>\$ 137,431,533</u>	<u>\$ 137,431,533</u>	<u>\$ 36,587,712</u>

The notes to the financial statements are an integral part of this statement.

**GOVERNMENTAL FUNDS  
BALANCE SHEET**

	Special Revenue							
	General	Tax Administration	Municipal Services	Mental Health	CCCOG	Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
<b>ASSETS</b>								
Cash and cash equivalents	\$ 4,201,439	\$ 920,668	\$ 90	\$ -	\$ -	\$ -	\$ 486,688	\$ 5,608,885
Equity in investment pool	38,568,768	5,369,304	8,380,505	2,028,909	22,419,795	408,460	10,024,674	87,200,415
Interfund receivable - investment pool	-	-	121,255	-	-	-	-	121,255
Taxes receivable	2,054,708	87,100	1,508,982	-	1,218,598	-	1,107,673	5,977,061
Accounts receivable	290,375	63	92,113	-	-	-	-	382,551
Interest receivable	77,156	-	-	-	-	-	-	77,156
Due from other governments	1,360,302	12,059	688,507	141,059	-	-	261,842	2,463,769
Restricted cash and investments	-	-	-	-	-	-	692,474	692,474
Other assets	895,556	206	16,070	-	-	-	14,511	926,343
Total assets	<u>\$ 47,448,304</u>	<u>\$ 6,389,400</u>	<u>\$10,807,522</u>	<u>\$ 2,169,968</u>	<u>\$23,638,393</u>	<u>\$ 408,460</u>	<u>\$12,587,862</u>	<u>\$103,449,909</u>
<b>LIABILITIES</b>								
Interfund payable - investment pool	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 121,255	\$ 121,255
Accounts payable and accrued liabilities	2,413,384	193,724	1,210,682	-	472,822	58,410	512,994	4,862,016
Due to other governments	-	-	-	1,237,716	-	-	-	1,237,716
Unearned revenues	12,405,165	-	-	932,252	-	-	10,008	13,347,425
Total liabilities	<u>14,818,549</u>	<u>193,724</u>	<u>1,210,682</u>	<u>2,169,968</u>	<u>472,822</u>	<u>58,410</u>	<u>644,257</u>	<u>19,568,412</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>								
Delinquent property taxes	209,900	45,700	-	-	-	-	12,300	267,900
Total deferred inflows of resources	<u>209,900</u>	<u>45,700</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>12,300</u>	<u>267,900</u>
<b>FUND BALANCES</b>								
Nonspendable	895,556	206	16,070	-	-	-	14,511	926,343
Restricted for:								
Air pollution control	-	-	-	-	-	-	599,286	599,286
Building inspection	-	-	1,579,928	-	-	-	-	1,579,928
Election equipment	25,028	-	-	-	-	-	-	25,028
Health services	248,429	-	-	-	-	-	157,948	406,377
Municipal services	-	-	7,236,859	-	-	-	-	7,236,859
Open spaces	116,390	-	-	-	-	-	-	116,390
Parks and recreation	-	-	763,983	-	-	-	9,821,854	10,585,837
Property tax administration	-	6,149,770	-	-	-	-	-	6,149,770
Recorder services	252,399	-	-	-	-	-	-	252,399
Streets and public improvements	-	-	-	-	23,165,571	-	191,406	23,356,977
Debt service	-	-	-	-	-	-	571,219	571,219
Other purposes	-	-	-	-	-	-	217,940	217,940
Assigned to:								
Capital projects	-	-	-	-	-	350,050	-	350,050
Health and welfare	-	-	-	-	-	-	357,141	357,141
Unassigned	<u>30,882,053</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>30,882,053</u>
Total fund balances	<u>32,419,855</u>	<u>6,149,976</u>	<u>9,596,840</u>	<u>-</u>	<u>23,165,571</u>	<u>350,050</u>	<u>11,931,305</u>	<u>83,613,597</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 47,448,304</u>	<u>\$ 6,389,400</u>	<u>\$10,807,522</u>	<u>\$ 2,169,968</u>	<u>\$23,638,393</u>	<u>\$ 408,460</u>	<u>\$12,587,862</u>	<u>\$103,449,909</u>

The notes to the financial statements are an integral part of this statement.

**RECONCILIATION OF THE BALANCE SHEET  
OF GOVERNMENTAL FUNDS  
TO THE STATEMENT OF NET POSITION**

**CACHE COUNTY**

**AS OF DECEMBER 31, 2023**

**Total Fund Balance - Governmental Funds**

**\$ 83,613,597**

Amounts reported for governmental activities in the Statement of Net Position are different for the following reasons:

Capital assets used in governmental activities are not financial resources and are therefore not reported in the funds:

Land	3,673,786	
Construction in process	1,206,007	
Buildings, improvements and equipment	88,440,101	
Infrastructure	18,662,012	
Accumulated depreciation	(43,224,320)	
Subscription assets	400,973	
Accumulated amortization	<u>(99,270)</u>	
		69,059,289

Because the focus of governmental funds is on short-term financing, some revenues will not be available to pay for current-period expenditures and are therefore recorded as deferred inflows of resources in the funds.

Delinquent property taxes	267,900
---------------------------	---------

Long-term liabilities and related transactions are not due and payable in the current period and are therefore not reported in the funds.

Bonds payable	(13,056,000)	
Direct borrowings	(1,420,810)	
Subscription liability	(292,298)	
Compensated absences	<u>(3,221,982)</u>	
		(17,991,090)

The net pension asset, net pension liability, deferred outflows of resources, and deferred inflows of resources related to pensions are not reported in the funds.

Net pension asset	361,858	
Deferred outflow of resources - pensions	7,794,655	
Net pension liability	(5,496,341)	
Deferred inflow of resources - pensions	<u>(178,335)</u>	
		<u>2,481,837</u>

**Net Position - Governmental Activities**

**\$137,431,533**

The notes to the financial statements are an integral part of this statement.

**GOVERNMENTAL FUNDS**  
**STATEMENT OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCE**

CACHE COUNTY

YEAR ENDED DECEMBER 31, 2023

	Special Revenue					Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
	General	Tax Administration	Municipal Services	Mental Health	CCCOG			
<b>REVENUES</b>								
Taxes:								
Property	\$ 18,819,729	\$ 4,045,496	\$ -	\$ -	\$ -	\$ -	\$ 1,119,263	\$ 23,984,488
Sales and use	<u>9,181,008</u>	<u>-</u>	<u>8,523,613</u>	<u>-</u>	<u>6,879,742</u>	<u>-</u>	<u>6,522,193</u>	<u>31,106,556</u>
	28,000,737	4,045,496	8,523,613	-	6,879,742	-	7,641,456	55,091,044
Other revenues:								
Intergovernmental	4,422,938	-	3,425,205	4,056,965	-	-	1,120,634	13,025,742
Charges for services	8,916,461	593,611	1,603,572	-	-	-	462,668	11,576,312
Licenses and permits	59,241	-	1,644,341	-	-	-	-	1,703,582
Fines and forfeitures	181,856	-	-	-	-	-	-	181,856
Interest and investment income	3,027,657	36,672	-	-	991,663	-	46,793	4,102,785
Rental income	147,738	-	-	-	-	-	-	147,738
Public contributions	131,002	-	-	-	-	-	35,992	166,994
Miscellaneous revenues	<u>285,228</u>	<u>-</u>	<u>51,016</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>13,468</u>	<u>349,712</u>
Total revenues	<u>45,172,858</u>	<u>4,675,779</u>	<u>15,247,747</u>	<u>4,056,965</u>	<u>7,871,405</u>	<u>-</u>	<u>9,321,011</u>	<u>86,345,765</u>
<b>EXPENDITURES</b>								
General government	15,547,726	4,854,921	2,352,195	-	-	-	202,554	22,957,396
Public safety	27,182,767	-	337,820	-	-	-	453,475	27,974,062
Streets and public improvements	-	-	12,516,003	-	4,531,295	233,660	-	17,280,958
Health and welfare	277,664	-	-	4,406,965	-	-	2,718,217	7,402,846
Culture and recreation	2,328,814	-	220,115	-	-	-	3,998,786	6,547,715
Debt/lease service principal	68,675	-	40,000	-	-	-	1,398,954	1,507,629
Debt/lease service interest	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>408,268</u>	<u>408,268</u>
Total expenditures	<u>45,405,646</u>	<u>4,854,921</u>	<u>15,466,133</u>	<u>4,406,965</u>	<u>4,531,295</u>	<u>233,660</u>	<u>9,180,254</u>	<u>84,078,874</u>
Revenues over (under) expenditures	(232,788)	(179,142)	(218,386)	(350,000)	3,340,110	(233,660)	140,757	2,266,891
<b>OTHER FINANCING SOURCES (USES)</b>								
Proceeds from sale of capital assets	193,358	-	278,038	-	-	-	69,962	541,358
Debt/lease proceeds	856,675	-	143,066	-	-	-	-	999,741
Transfers in	623,428	72	601,205	350,000	-	233,660	2,637,051	4,445,416
Transfers out	<u>(2,285,927)</u>	<u>-</u>	<u>(801,800)</u>	<u>-</u>	<u>(132,476)</u>	<u>-</u>	<u>(1,225,213)</u>	<u>(4,445,416)</u>
Total other financing sources (uses)	<u>(612,466)</u>	<u>72</u>	<u>220,509</u>	<u>350,000</u>	<u>(132,476)</u>	<u>233,660</u>	<u>1,481,800</u>	<u>1,541,099</u>
Net change in fund balances	(845,254)	(179,070)	2,123	-	3,207,634	-	1,622,557	3,807,990
Fund balances - January 1	<u>33,265,109</u>	<u>6,329,046</u>	<u>9,594,717</u>	<u>-</u>	<u>19,957,937</u>	<u>350,050</u>	<u>10,308,748</u>	<u>79,805,607</u>
Fund balances - December 31	<u>\$ 32,419,855</u>	<u>\$ 6,149,976</u>	<u>\$ 9,596,840</u>	<u>\$ -</u>	<u>\$ 23,165,571</u>	<u>\$ 350,050</u>	<u>\$ 11,931,305</u>	<u>\$ 83,613,597</u>

The notes to the financial statements are an integral part of this statement.

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES  
IN FUND BALANCES OF THE GOVERNMENTAL FUNDS**

**CACHE COUNTY**

**TO THE STATEMENT OF ACTIVITIES**

**YEAR ENDED DECEMBER 31, 2023**

**Net Changes in Fund Balances - Total Governmental Funds**

**\$ 3,807,990**

Amounts reported for governmental activities in the Statement of Activities are different for the following reasons:

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of capital assets is allocated over their estimated useful lives as depreciation expense and amortization expense. In addition, donated capital assets are not recognized in governmental funds, but are recognized as revenue on the statement of activities. In the current year, these amounts were as follows:

Capital outlay	5,506,473	
Depreciation expense	(4,109,052)	
Subscription outlay	400,973	
Amortization expense	<u>(99,270)</u>	
		1,699,124

In the Statement of Activities, only the gain or loss on the sale of assets is reported, whereas in governmental funds, the proceeds from the sales increase financial resources. Assets differ from changes in fund balance by the book value of assets.

(467,317)

The issuance of long-term debt, such as capital purchases, provides current financial resources to governmental funds and is reported as a financing source. However, long-term debt has no effect on Net Position. Long-term debt was issued in the current year for the following amount:

Capital purchases	(598,768)	
Subscription purchases	<u>(400,973)</u>	
		(999,741)

Repayment of long-term debt is reported as an expenditure in governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position. In the current year, these amounts were as follows:

Payments of bond principal	716,000	
Payments of capital purchases principal	751,200	
Payments of subscription purchases principal	<u>108,675</u>	
		1,575,875

Revenues in the Statement of Activities that do not provide current financial resources are recorded as deferred inflows of resources and not reported as revenues in governmental funds. Changes in the amount deferred can result in an increase or decrease in revenues compared to the amount reported in the Statement of Activities.

10,000

Some transactions reported in the Statement of Activities do not result in the receipt of, or require the use of current financial resources, and therefore are not reported as revenues or expenditures in governmental funds. The activities consist of the following:

Increase in compensated absences liability	(210,949)
--	-----------

The net effect of transactions involving net pension asset and liability, deferred outflows and inflows of resources related to pensions, nonemployer contributions, and pension expense and benefit is to decrease net position.

Change in net pension asset	(6,210,070)	
Change in deferred outflow of resources related to pensions	1,742,726	
Change in net pension liability	(5,496,341)	
Change in deferred inflow of resources related to pensions	<u>11,678,083</u>	
		<u>1,714,398</u>

**Change in Net Position of Governmental Activities**

**\$ 7,129,380**

The notes to the financial statements are an integral part of this statement.

	<u><b>Custodial Funds</b></u>
<b>ASSETS</b>	
Cash and cash equivalents	\$ 25,624,930
Equity in investment pool	880,675
Receivables	<u>1,267,975</u>
Total assets	<u>27,773,580</u>
<b>LIABILITIES</b>	
Due to other taxing units	26,704,384
Other payables	<u>1,062,680</u>
Total liabilities	<u>27,767,064</u>
<b>NET POSITION</b>	
Restricted for:	
Pool participants	<u>6,516</u>
Total net position	<u><u>\$ 6,516</u></u>

The notes to the financial statements are an integral part of this statement.

**FIDUCIARY FUNDS  
STATEMENT OF CHANGES IN  
FIDUCIARY NET POSITION**

**CACHE COUNTY**

**YEAR ENDED DECEMBER 31, 2023**

	<b>Custodial Funds</b>
<b>ADDITIONS</b>	
Contributions - participants	\$ 1,758,316
Tax collections for other governments	110,282,045
Interest income	<u>835,167</u>
Total additions	<u>112,875,528</u>
<b>DEDUCTIONS</b>	
Distributions - participants	1,758,873
Tax distributions to other governments	<u>111,117,192</u>
Total deductions	<u>112,876,065</u>
Changes in net position	(537)
Net Position - January 1	<u>7,053</u>
Net position - December 31	<u><u>\$ 6,516</u></u>

The notes to the financial statements are an integral part of this statement.



	<b>Airport Authority</b>	<b>North Park Interlocal Cooperative</b>	<b>Bear River Health Department</b>	<b>Total</b>
<b>ASSETS</b>				
Cash and cash equivalents	\$ -	\$ 1,027,988	\$ 8,390,268	\$ 9,418,256
Equity in investment pool	844,886	-	-	844,886
Accounts receivable, net	16,268	18,200	2,376,581	2,411,049
Due from other governments	233,442	-	-	233,442
Investments	-	1,489,301	-	1,489,301
Inventory	-	7,787	431,764	439,551
Other assets	9,243	2,733	-	11,976
Capital assets:				
Land	2,223,267	-	1,251,761	3,475,028
Construction in process	163,212	-	-	163,212
Buildings, improvements and equipment	24,520,826	5,105,781	13,757,515	43,384,122
Accumulated depreciation	(15,119,013)	(2,828,455)	(6,862,760)	(24,810,228)
Total assets	<u>12,892,131</u>	<u>4,823,335</u>	<u>19,345,129</u>	<u>37,060,595</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>				
Pensions	<u>18,014</u>	<u>-</u>	<u>2,212,154</u>	<u>2,230,168</u>
Total deferred outflows of resources	<u>18,014</u>	<u>-</u>	<u>2,212,154</u>	<u>2,230,168</u>
<b>LIABILITIES</b>				
Accounts payable and accrued liabilities	121,150	35,759	736,601	893,510
Unearned revenue	19,281	-	-	19,281
Noncurrent liabilities:				
Due within one year	-	-	336,800	336,800
Due in more than one year	-	-	505,200	505,200
Net pension liability	<u>11,221</u>	<u>-</u>	<u>912,577</u>	<u>923,798</u>
Total liabilities	<u>151,652</u>	<u>35,759</u>	<u>2,491,178</u>	<u>2,678,589</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Pensions	<u>45</u>	<u>-</u>	<u>24,417</u>	<u>24,462</u>
Total deferred inflows of resources	<u>45</u>	<u>-</u>	<u>24,417</u>	<u>24,462</u>
<b>NET POSITION</b>				
Net investment in capital assets	11,788,292	2,277,326	8,146,516	22,212,134
Restricted for:				
Capital projects	-	31,476	-	31,476
Other purposes	-	132,829	-	132,829
Unrestricted	<u>970,156</u>	<u>2,345,945</u>	<u>10,895,172</u>	<u>14,211,273</u>
Total net position	<u>\$ 12,758,448</u>	<u>\$ 4,787,576</u>	<u>\$ 19,041,688</u>	<u>\$ 36,587,712</u>

The notes to the financial statements are an integral part of this statement.

	<u>Airport Authority</u>	<u>North Park Interlocal Cooperative</u>	<u>Bear River Health Department</u>	<u>Total</u>
<b>Expenses</b>	\$ 1,507,133	\$ 1,179,427	\$ 14,388,705	\$ 17,075,265
<b>Program revenues</b>				
Charges for services	171,917	729,382	3,421,605	4,322,904
Operating grants and contributions	160,000	523,229	11,383,408	12,066,637
Capital grants and contributions	353,677	-	-	353,677
Total program revenues	685,594	1,252,611	14,805,013	16,743,218
Net revenues (expense)	(821,539)	73,184	416,308	(332,047)
<b>General revenues</b>				
Interest income	39,776	74,419	310,593	424,788
Gain (loss) on sale of assets	(4,283)	-	165,085	160,802
Miscellaneous income	-	-	1,801,820	1,801,820
Total general revenues	35,493	74,419	2,277,498	2,387,410
Change in net position	(786,046)	147,603	2,693,806	2,055,363
Net position - beginning	13,544,494	4,639,973	16,347,882	34,532,349
Net position - ending	<u>\$ 12,758,448</u>	<u>\$ 4,787,576</u>	<u>\$ 19,041,688</u>	<u>\$ 36,587,712</u>

The notes to the financial statements are an integral part of this statement.

**NOTES TO THE  
FINANCIAL STATEMENTS**

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2023

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of Cache County (the County) have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental entities. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant accounting policies of the County are described below.

**A. Financial Reporting Entity**

Cache County operates under a County Council/County Executive form of government. A brief description of this form of government follows:

1. The powers and duties of the government are divided between an elected seven-member County Council and an elected County Executive.
2. The County Council exercises legislative and policy making powers and is composed of seven members elected for four-year terms from different geographical districts in the County on a population basis.
3. The County Executive exercises administrative powers and fiscal control of the County and may exercise a veto upon legislative actions of the County Council which in turn may be overridden by the affirmative vote of five council members. The Executive is elected to a four-year term in a County-wide election.

As required by GAAP, these financial statements present Cache County, the primary government, and its component units. In evaluating how to define the government for financial reporting purposes, management has considered all potential component units.

As defined by GASB, component units are legally separate organizations for which the elected officials of the primary government are financially accountable. In addition, component units can be other organizations for which the nature and significance of their relationship with a primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete. A component unit may be a government organization, a nonprofit corporation, or a for-profit corporation.

Based on the foregoing definition and additional guidance from GASB, the financial statements of the following organizations are included in the reporting entity either as blended component units, reported within the funds of the County, or as discretely presented component units, reported outside the funds of the County in a separate column.

*Blended Component Units*

*Cache County Municipal Building Authority (MBA)* – The MBA is a nonprofit corporation established to administer the sale of bonds and related construction projects of the County. The Governing Board of the MBA is comprised of the County Council. Currently, the MBA is inactive.

*Cache County Special Service District #1 (SSD)* – SSD is organized under Utah law as a separate public corporation to provide garbage collection services to the citizens of the County. The County Council has appointed itself as the Board of Trustees for the District. SSD collects fees from citizens in the unincorporated areas of the County and has contracted with the City of Logan to provide garbage collection services for citizens of the County. Beginning in December 2019, the SSD pays Logan City for garbage collection services and then bill residents those fees. SSD's operations are immaterial and therefore are accounted for in the Municipal Services Fund, a special revenue fund which is reported as a major governmental fund in the financial statements.

*Cache County Fire Protection District (FPD)* – FPD is organized as a separate public corporation under Utah law to provide fire protection to the citizens residing in the County. The County Council appoints the Board of Directors for FPD and has appointed two council members and the County Executive to the board. Distributions are made to local governments to provide fire protection services in their communities. The County also purchases and provides firefighting equipment for FPD. The revenues and expenses of FPD are immaterial and are reported in the Municipal Services Fund.

*Cache County Community Foundation (CCCF)* – The Community Foundation is a nonprofit corporation established to receive contributions to benefit certain community projects. The officers of the Community Foundation are members of the County Council, the County Finance Director, and the County Executive. The Community Foundation is reported as a nonmajor governmental fund.

*Cache County Roads Special Service District (RSSD)* – RSSD has been organized as a separate corporate body under

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2023

Utah law. Directors of the board are appointed by the County Council. The Board only consists of County employees and so is completely controlled by the County; therefore, it is presented as a blended component unit. The RSSD receives mineral lease revenues from the State of Utah which are dedicated for the improvement of roads within the district. The RSSD is reported as a nonmajor governmental fund.

#### *Discretely Presented Component Units*

*Logan-Cache Airport Authority* – The Airport Authority has been organized as a separate corporate body under Utah law to facilitate the construction and operation of a public airport. The Board of Directors is appointed equally by the County Council and the Municipal Council of the City of Logan. The Airport Authority does not issue separate financial statements.

*North Park Interlocal Cooperative (NPIC)* – NPIC was organized to facilitate the construction and operation of a recreational ice arena facility and to finance the costs. The cooperative members are Cache County, the City of Logan, the City of North Logan, and the City of Hyde Park. NPIC is a separate legal entity created in accordance with Utah Law. Cache County appoints 3 board members and each city appoints 2 board members. NPIC could be included in the financial statements of another member; however, the County has elected to include NPIC as a component unit. NPIC does not issue separate financial statements.

NPIC includes the financial statements of Bridgerland Community Ice Arena, Inc. (BCIA), which operates as a nonprofit organization for the purpose of raising money for the construction, maintenance, and operation of the ice arena owned by NPIC. NPIC evaluated BCIA in accordance with GASB statement 39 and determined that BCIA is a component unit of NPIC. BCIA's primary sources of funding are user fees and donations, including an allocation of Restaurant Tax from the County. BCIA's fiscal year ends June 30, of each year. BCIA issues separate financial statements, which can be obtained at 2825 North 200 East, North Logan, Utah, 84341.

*Bear River Health Department (BRHD)* – BRHD was organized to provide public health services, as allowed by state law, to residents of Cache County, Box Elder County, and Rich County. BRHD is a separate legal entity created in accordance with Utah law and it issues separate financial statements which can be obtained at 655 East 1300 North, Logan, Utah, 84341.

The Logan-Cache Airport Authority and NPIC have their books and records maintained by the County.

#### *Interlocal Agreement*

Cache County has fiduciary responsibilities for the following interlocal agreement and the activities are accounted for as nonmajor governmental funds.

*Cache Valley Visitors Bureau* – The Visitors Bureau is operated under an agreement between Cache County and Rich County to promote tourism to the common region.

### **B. Government-wide and Fund Financial Statements**

#### *Government-wide Financial Statements*

The government-wide financial statements (i.e. the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the County and its component units. Primary government activities are distinguished between *governmental activities* and *business-type activities*. However, there are currently no County activities that meet the definition of business-type activities.

Governmental activities are usually financed through taxes, intergovernmental revenues, and other non-exchange revenues. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services.

The Statement of Net Position presents the reporting entities' non-fiduciary assets and liabilities, with the difference reported as net position. Net position is restricted when constraints placed upon it are either externally imposed or are imposed by constitutional provisions or enabling legislation.

The Statement of Activities demonstrates the degree to which the direct expense of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function. *Program revenues* include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other revenues not meeting the definition of program revenues are reported as general revenues.

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2023

*Fund Financial Statements*

The County's accounting system is organized on a fund basis. A fund is a fiscal and accounting entity with a self-balancing set of accounts that the government establishes for accountability purposes in accordance with statutes, laws, regulations, restrictions, or specific purposes.

Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. For governmental funds, the emphasis is on major individual funds with each displayed as a separate column. All remaining governmental funds are aggregated and reported as nonmajor funds.

**C. Measurement Focus, Basis of Accounting, and Statement Presentation***Government-wide Financial Statements*

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the component unit financial statements and the fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when incurred, regardless of the timing of related cash flows. Property tax revenues are recognized in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the providers have been met.

*Governmental Fund Financial Statements*

Governmental funds are reported using the *current resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible in the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the County considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Property taxes, franchise taxes, licenses, fees-in-lieu of taxes, and interest associated with the current fiscal period are all considered to be susceptible to accrual and have been recognized as revenues of the current fiscal period. Property taxes and fees-in-lieu of taxes associated with future periods are deferred. Grants are usually reimbursable grants and are thus recognized as revenue at the time the related expenditures are made. All other revenue items are considered to be measurable and available only when the County receives cash. Expenditures are generally recorded when a liability is

incurred as under accrual accounting. However, debt service and compensated absences expenditures are recorded only when payment is due.

When both restricted and unrestricted resources are available for use, it is the policy of the County to use restricted resources first, then unrestricted resources as they are needed.

*Major Funds*

The County reports the following major governmental funds:

*The General Fund* is the general operating fund of the County. It is used to account for all financial resources except those required to be accounted for in another fund.

*The Tax Administration Fund* is a special revenue fund used to report expenditures related to the assessing, collecting, and distribution of property taxes which are funded through a special tax at the state and local level.

*The Municipal Services Fund* is a special revenue fund used to report the municipal-type services provided by the County to residents living in unincorporated areas of the County.

*The Mental Health Fund* is a special revenue fund used to report the expenditures of federal and state provided funding for mental health services in the Mental Health Authority jurisdiction, comprising Cache, Box Elder, and Rich counties.

*The CCCOG Fund* is a special revenue fund used to report expenditures related to road projects awarded throughout the County. Funding is provided by a special sales tax restricted to road projects.

*The Capital Projects Fund* is used to account for financial resources that are restricted, committed, or assigned for the acquisition or construction of major capital facilities or other capital assets.

*Nonmajor Funds*

The County's nonmajor governmental funds include other special revenue funds and a debt service fund. The nonmajor special revenue funds account for specific revenue sources that are restricted or committed to expenditures for specified purposes. Examples of restricted, committed, or assigned revenue sources include certain taxes, federal and state grants, and user fees. The debt service fund accounts for resources used

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2023

for the payment of principal and interest on long-term debt.

#### *Fiduciary Fund Financial Statements*

The fiduciary funds account for assets held by the County in a trustee capacity or as an agent for other individuals or organizations. The fiduciary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. The County only has custodial funds. Custodial funds are used to account for assets held by the County as an agent for other governmental units, other organizations, or individuals. These assets include tax collections, refundable fees, inmate accounts, and employee withholdings.

The County accounts for these funds in accordance with GASB Statement No. 84 "Fiduciary Activities" (GASB 84).

#### *Component Unit Financial Statements*

The combining component unit financial statements are presented in order to provide information on each of the major component units included in the component units column of the government-wide financial statements. The component unit financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. The information is presented in order to be consistent with the government-wide financial statements. The fiscal years of the component units are the same as the primary government, except for BCIA, a component unit of NPIC, which has a fiscal year ending June 30.

#### **D. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position/Fund Balances**

##### *Cash & Cash Equivalents and Investments*

Cash and cash equivalents represent petty cash or demand deposits or other liquid investments that are kept in accounts separate from the investment pool of the County.

The County considers all investments with an original maturity of 3 months or less to be cash equivalents. The County follows the requirements of the Utah Money Management Act (Utah Code Annotated 1953, Section 541, Chapter 7) in handling its depository and temporary investment transactions. This law requires the depositing of County funds in a "qualified depository." The Act defines a qualified depository as any financial institution whose deposits are insured by an agency of the federal government and which has been certified by the

Commissioner of Financial Institutions as meeting the requirements of the Act and adhering to the rules of the Utah Money Management Council.

Investments are recorded at fair value in accordance with GASB Statement No. 72, *Fair Value measurement and Application*. Accordingly, the change in fair value of investments is recognized as an increase or decrease to investment assets and investment income.

##### *Equity in Investment Pool*

Cash and investments in all funds except the Treasurer's Tax Agency Fund, certain restricted bond funds, and certain discretely presented component units, is pooled into common accounts in order to maximize investment opportunities. Each fund whose monies are deposited in the investment pool cash accounts has equity therein. An individual fund's equity in the investment pool is available upon demand and is considered to be a cash equivalent when preparing these financial statements. Negative balances incurred in the investment pool at the end of the year are treated as temporary interfund payables of the deficit fund and as temporary interfund receivables in other funds with positive equity. Investments of the pool are stated at fair value.

##### *Receivables*

All trade and property tax receivables are shown net of any allowance for uncollectable amounts. Property taxes are due by November 30 of each year, after which the applicable property is subject to lien and penalties and interest are assessed. At December 31, 2023, the County has estimated that \$115,000 of its receivables were uncollectable. These uncollectable receivables result from ambulance services. BRHD has estimated that \$237,990 of its accounts receivable were uncollectable. The uncollectable receivables result primarily from services for substance abuse counseling and treatment.

##### *Property Taxes*

Property taxes attach as an enforceable lien on property on January 31 of each year. Taxes are levied on property owners in July and are payable by November 30. The County bills and collects property taxes for all taxing entities within the County through the Treasurer's Tax Fund (Agency Fund). Collections are periodically distributed to the taxing entities, with final settlement due March 31 of the subsequent year. At the fund level, the County records a receivable and deferred inflow of resources for delinquent taxes, but no allowance for doubtful accounts is made as uncollected taxes are



## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2023

deemed to be substantially collectible or recoverable through foreclosure.

#### *Inventory*

Inventory is valued at the lower of cost or market, using the first-in, first-out method. Inventory in the BRHD consists of immunization serum and is valued based on information provided by the donor agency (the State of Utah) or the cost to purchase the serum.

#### *Restricted Assets*

Resources set aside for the repayment of the County's long-term liabilities are classified as restricted assets on the balance sheet when their use is limited by applicable covenants.

#### *Leases and Subscription-Based IT Arrangements (Subscription)*

For leases and subscription agreements, the County recognizes a lease/subscription liability and a lease/subscription asset in the government-wide financial statements. The County recognizes lease/subscription liabilities with an initial, individual value of \$50,000 or more and the agreement must be longer than one year including expected extensions.

At the commencement of a lease/subscription, the County initially measures the lease/subscription liability at the present value of payments expected to be made during the lease/subscription term. Subsequently, the lease/subscription liability is reduced by the principal portion of lease/subscription payments made. The lease/subscription asset is initially measured as the initial amount of the lease/subscription liability, adjusted for lease/subscription payments made at or before the lease/subscription commencement date, plus certain initial direct costs. Subsequently, the lease/subscription asset is amortized on a straight-line basis over the shorter of its useful life or lease/subscription term. Key estimates and judgments related to lease/subscription include how the County determines (1) the discount rate it uses to discount the expected lease/subscription payments to present value, (2) lease/subscription term, and (3) lease/subscription payments.

The County uses the interest rate charged by the lessor as the discount rate. When the interest rate charged by the lessor is not provided, the County generally uses its estimated incremental borrowing rate as the discount rate for the lease/subscription. The lease/subscription term includes the noncancellable period of the lease/subscription. Lease/subscription payments included

in the measurement of the lease/subscription liability are composed of fixed payments and purchase options that the County is reasonably certain to exercise. The County monitors changes in circumstances that would require a remeasurement of its lease/subscription and will remeasure the lease/subscription asset and liability if certain changes occur that are expected to significantly affect the amount of the lease/subscription liability.

Lease/subscription assets are reported with capital assets and lease/subscription liabilities are reported with long-term liabilities on the statement of net position and the notes to the financial statements.

#### *Capital Assets*

Capital assets which include land, construction in process, buildings, equipment and infrastructure such as roads, bridges, and similar items, are reported in the governmental column or in the component units column of the government-wide Statement of Net Position. Capital assets are defined by the County as assets that cost \$5,000 or more when acquired and have an estimated useful life of greater than one year. Purchased or constructed capital assets are recorded at historical cost. Donated assets are recorded at the estimated fair value on the date of donation.

Capital assets purchased by governmental funds are recorded as expenditures in the fund financial statements.

Buildings, equipment and other depreciable assets are depreciated using the straight-line method over the following estimated useful lives:

Buildings and other improvements	15 – 40 years
Machinery and equipment	3 – 15 years
Infrastructure	30 – 60 years
Right-to-use assets – subscription assets	2 – 10 years

#### *Deferred outflows/inflows of resources*

In addition to assets, financial statements will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until then. The County has one item which qualifies for reporting in this category related to pensions.

In addition to liabilities, the financial statements will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of



## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2023

net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time. The County has two types of items, which qualify for reporting in this category. Delinquent property taxes, is reported only in the governmental funds balance sheet. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available. The other item is related to pensions.

*Pension Related Assets, Liabilities and Deferred Outflows/Inflows of Resources*

For purposes of measuring the net pension asset and liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Utah Retirement Systems Pension Plan (URS) and additions to/deductions from URS's fiduciary net position have been determined on the same basis as they are reported by URS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

*Compensated Absences*

In the government-wide financial statements, accumulated leave is recorded as a liability and an expense when vested with the employee. In the governmental fund financial statements, vested or accumulated leave that is expected to be liquidated with expendable available financial resources is reported as an expenditure and a liability of the governmental fund that will pay it.

*Long-term Liabilities*

In the government-wide Statement of Net Position, long-term debt and other long-term obligations are reported as liabilities. Bond premiums and discounts are deferred and amortized over the life of the bonds using the straight-line method. Bonds payable are reported net of applicable bond premiums or discounts.

In the fund financial statements, governmental funds recognize bond premiums and discounts incurred during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources.

*Interfund Transactions*

In the government-wide financial statements, interfund transactions have been eliminated to minimize the double counting of internal activity. Interfund receivables and

payables have also been eliminated from the government-wide Statement of Net Position.

In the governmental fund financial statements, transfers between funds are used to report flows of cash or other assets between funds without equivalent flows of assets in return or a requirement for repayment. The County's transfers are based on appropriations. Interfund receivables and payables are presented in the appropriate funds and are presented as "due from other funds" or "due to other funds."

*Fund Balance Classification*

The governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the County is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

*Nonspendable* – This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) are legally or contractually required to be maintained intact.

*Restricted* – This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.

*Committed* – This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the County Council. These amounts cannot be used for any other purpose unless the County Council removes or changes the specified use by taking the same type of action (ordinance or resolution) that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements.

*Assigned* – This classification includes amounts that are constrained by the County's intent to be used for a specific purpose, but are neither restricted nor committed. This intent can be expressed by the County Council; no other body or official has this authority delegated to them. This classification also includes the remaining positive fund balance for all governmental funds except for the General Fund.

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2023

*Unassigned* – This classification includes the residual fund balance for the General Fund. The Unassigned classification also includes negative residual fund balance of any other governmental fund that cannot be eliminated by the offsetting of assigned fund balance amounts.

When expenditures are incurred for purposes for which both restricted and unrestricted fund balance is available, the County considers restricted funds to have been spent first. When expenditures are incurred for which committed, assigned, or unassigned fund balances are available, the County considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed.

### E. Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities as of the date of the financial statements and the reported amount of revenues and expenses during the reporting period. Actual amounts could differ from those estimates.

## NOTE 2 – DEPOSITS AND INVESTMENTS

### A. Deposits

#### *Custodial Credit Risk*

Custodial credit risk is the risk that, in the event of a bank failure, the County's deposits may not be returned. The County does not have a formal policy relating to custodial credit risk. As of December 31, 2023, \$50,380,809 of the County's bank balances of \$50,884,446 was uninsured and uncollateralized.

### B. Investments

The State of Utah Money Management Council has the responsibility to advise the State Treasurer about investment policies, promote measures and rules that will assist in strengthening the banking and credit structure of the State and review the rules adopted by the State of Utah Money Management Act that relate to the deposit and investment of public funds.

The County follows the requirements of the Utah Money Management Act (Utah Code, Title 51, Chapter 7) in handling its depository and investment transactions. The Money Management Act (Act) requires the depositing of County funds in a qualified depository. The Act defines a qualified depository as any financial institution whose deposits are insured by an agency of the Federal

Government and which has been certified by the State Commissioner of Financial Institutions as meeting the requirements of the Act and adhering to the rules of the Utah Money Management Council.

The Act defines the types of securities authorized as appropriate investments for the County's funds and the conditions for making investment transactions. Investment transactions may be conducted only through qualified depositories, certified dealers, or directly with issuers of the investment securities.

Statutes authorize the County to invest in negotiable and non-negotiable deposits of qualified depositories and permitted negotiable depositories; repurchase and reverse repurchase agreements; commercial paper that is classified as "first tier" by two nationally recognized statistical rating organizations; bankers' acceptances; obligations of the United States Treasury including bills, notes, and bonds; obligations, other than mortgage derivative products, issued by U.S. government sponsored enterprises (U.S. Agencies) such as the Federal Home Loan Bank System, Federal Home Loan Mortgage Corporation (Freddie Mac), and Federal National Mortgage Association (Fannie Mae); bonds, notes, and other evidence of indebtedness of political subdivisions of the State; fixed rate corporate obligations and variable rate securities rated "A" or higher, or the equivalent of "A" or higher, by two nationally recognized statistical rating organizations; shares or certificates in a money market mutual fund as defined in the Act; and the Utah State Public Treasurers' Investment Fund (PTIF).

The Utah State Treasurer's Office operates the PTIF. The PTIF is available for investment of funds administered by any Utah public treasurer. No separate report as an external investment pool has been issued for the PTIF.

The PTIF is not registered with the SEC as an investment company and is not rated. The PTIF is authorized and regulated by the Utah Money Management Act. The Act establishes the State Money Management Council, which oversees the activities of the State Treasurer and the PTIF. The Act lists the investments that are authorized which are high-grade securities and, therefore, minimizes credit risk except in the most unusual and unforeseen circumstances. Deposits in the PTIF are neither insured nor otherwise guaranteed by the State of Utah, and participants share proportionally in any realized gains or losses on investments.

The PTIF operates and reports monthly statements to participants on an amortized cost basis. The income, gains, and losses, net of administration fees, of the PTIF

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2023

are allocated to participants monthly on the ratio of the participant's share to the total funds in the PTIF based on the participant's average daily balance. This method differs from the fair value method used to value investments in these financial statements because the amortized cost method is not designed to distribute to participants all unrealized gains and losses in the fair values of the pool's investments. The PTIF may maintain an interest reserve to stabilize the monthly apportionment of interests.

The PTIF allocates income and issues statements on a monthly basis. Twice a year, on June 30 and December 31, which are the accounting periods for public entities, the investments are valued at fair value, and participants are informed of the fair value valuation factor that enables them to adjust their statements balance to fair value. The fair value of the PTIF investment pool is approximately equal to the value of the pool shared.

*Fair value of Investments*

The County measures and records its investments using fair value measurement guidelines established by generally accepted accounting principles. These guidelines recognize a three tiered fair value hierarchy, as follows:

- Level 1: Quoted prices for identical investments in active markets;
- Level 2: Observable inputs other than quoted market prices; and,
- Level 3: Unobservable inputs

At December 31, 2023, the County had the following recurring fair value measurements:

Investments by fair value level	Fair Value Measurements Using			
	12/31/2023	Level 1	Level 2	Level 3
Debt Securities				
PTIF Investments - Govt Funds	\$ 48,363,442	\$ -	\$ 48,363,442	\$ -
Corporate Bonds - Govt Funds	15,104,624	-	15,104,624	-
U.S. Agencies - Govt Funds	6,501,690	6,501,690	-	-
PTIF Investments - Custodial Funds	835,900	-	835,900	-
Total debt securities	70,805,656	6,501,690	64,303,966	-
<b>Total investments</b>	<b>\$ 70,805,656</b>	<b>\$ 6,501,690</b>	<b>\$ 64,303,966</b>	<b>\$ -</b>

*Interest Rate Risk*

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The County's policy for managing its exposure to fair value loss is to comply with the Money Management Act. Section 51-7-11 of the Act requires that the remaining term to maturity of investments may not exceed the period of availability of the funds to be invested. The Act further limits the remaining term to maturity on all investments in commercial paper, banker's acceptances, fixed rate

negotiable deposits and fixed rate corporate obligations to 270 days - 15 months or less. The Act further limits the remaining term to maturity on all investments in obligations of the United States Treasury; obligations issued by U.S. government sponsored enterprises; and bonds, notes, and other evidence of indebtedness of political subdivisions of the State to 5 years. In addition, variable rate negotiable deposits and variable rate securities may not have a remaining term to final maturity exceeding 3 years.

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2023

The County's investments as of December 31, 2023 are presented as follows:

Investment Type	Fair Value	Investment Maturities (in years)			
		Under 1	1 to 5	6 to 10	Over 10
PTIF Investments - Govt Funds	\$ 48,363,442	\$ 48,363,442	\$ -	\$ -	\$ -
Corporate Bonds - Govt Funds	15,104,624	5,110,838	9,993,786	-	-
U.S. Agencies - Govt Funds	6,501,690	2,185,070	4,316,620	-	-
PTIF Investments - Custodial Funds	835,900	835,900	-	-	-
<b>Total investments</b>	<b>\$ 70,805,656</b>	<b>\$ 56,495,250</b>	<b>\$ 14,310,406</b>	<b>\$ -</b>	<b>\$ -</b>

### Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The County's policy for reducing exposure to credit risk is to comply with the Money Management Act as previously discussed.

The County's investment ratings at December 31, 2023 are presented as follows:

Investment Type	Fair Value	AAA	AA	AA-	A+	A	A-	BBB+	Unrated
PTIF Investments - Govt Funds	\$ 48,363,442	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,363,442
Corporate Bonds - Govt Funds	15,104,624	247,336	301,091	500,393	2,318,065	1,393,352	1,045,388	323,457	8,975,542
U.S. Agencies - Govt Funds	6,501,690	6,501,690	-	-	-	-	-	-	-
PTIF Investments - Custodial Funds	835,900	-	-	-	-	-	-	-	835,900
<b>Total investments</b>	<b>\$ 70,805,656</b>	<b>\$ 6,749,026</b>	<b>\$ 301,091</b>	<b>\$ 500,393</b>	<b>\$ 2,318,065</b>	<b>\$ 1,393,352</b>	<b>\$ 1,045,388</b>	<b>\$ 323,457</b>	<b>\$ 58,174,884</b>

### Concentration of Credit Risk

Concentration of credit risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer. The County's policy for reducing this risk is to comply with the Rules of the Money Management Council. Rule 17 of the Money Management Council limits investments in a single issuer of commercial paper and corporate obligations to 5 – 10 percent depending upon the total dollar amount held in the portfolio.

Most of the County's investments at December 31, 2023, were with the PTIF and therefore, are not categorized as to concentration of credit risk. The largest investment in corporate notes, issued by Athene Global Funding, is \$699,454, or 1.0 percent, which falls within the acceptable percentage range for a single issuer.

### Custodial Credit Risk

For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the County will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The County does not have a formal policy relating to custodial credit risk.

At December 31, 2023, most of the County's investments were in the PTIF and therefore, not categorized as to custodial credit risk. The corporate notes do have custodial credit risk exposure. The entire \$15,104,624 is held by the counterparty's trust department or agent in the County's name. These investments are not covered by depository insurance and are not collateralized.

### C. Component Units

All component units follow the applicable laws and regulations of the Utah Money Management Act the same as described above for the County.

### Deposits

**Custodial Credit Risk** – Custodial credit risk is the risk that, in the event of bank failure, the deposits of the component units may not be returned. The Component units do not have formal policies relating to custodial credit risk. As of December 31, 2023, \$844,886 of the component unit's bank balances of \$10,739,429 were uninsured and uncollateralized.

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2023

*Investments*

All component units of the County adhere to the Utah Money Management Act as described previously. As of December 31, 2023, the BRHD held investments in the PTIF which have a maturity of less than one year. The BCIA held various investments, all of which have maturity dates of greater than three months. The investments consist of fixed income securities with a cost of \$1,235,411, fair value of \$1,489,301 and unrealized appreciation of \$253,890. All of BCIA's investments are classified as Level 2.

**NOTE 3 – INTERFUND RECEIVABLES, PAYABLES AND TRANSFERS**

At December 31, 2023, there were interfund balances of the investment pool between a special revenue fund and a debt service fund. The Municipal Services fund had a receivable of \$121,255. That amount was payable by the Debt Service fund and represents a short-term advance from the County's cash and investment pool repaid before the end of the next calendar year.

**Due to Municipal Services Fund**

Debt service funds:

Debt service fund \$121,255

**Total due \$ 121,255**

During the year, the County made interfund transfers as shown in the schedule below. The most significant portion of transfers between funds were between the General fund, Municipal Service fund, Visitor's Bureau fund, and the Debt Service fund. These transfers were made to finance debt payments for the sales tax revenue bonds and capital purchases.

Transfers out from the Restaurant Tax and RAPZ Tax funds were to fund recreational improvements. The transfer out from the General fund to the Municipal Service fund, Capital Projects fund, Council on Aging fund, and Children's Justice Center fund was made to cover ARPA related expenditures. Other transfers were to fund the normal operations of individual funds.

	Transfers out reported in:									Total Transfers In
	General	Municipal Services	CCCOG	CDRA	Visitor's Bureau	Restaurant Tax	RAPZ Tax	RSSD	CCCF	
Transfers in reported in:										
Major Funds:										
General Fund	\$ -	\$ -	\$ -	\$ 8,210	\$ 5,000	\$ 545,772	\$ 40,920	\$ 1,000	\$ 22,526	\$ 623,428
Tax Administration Fund	72	-	-	-	-	-	-	-	-	72
Municipal Services Fund	127,844	-	132,476	-	-	54,500	166,385	120,000	-	601,205
Mental Health Fund	350,000	-	-	-	-	-	-	-	-	350,000
Capital Projects Fund	233,660	-	-	-	-	-	-	-	-	233,660
Nonmajor Funds:										
Council on Aging Fund	747,151	-	-	-	-	-	-	-	-	747,151
Children's Justice Center Fund	10,000	-	-	-	-	-	-	-	-	10,000
Debt Service Fund	817,200	801,800	-	-	260,900	-	-	-	-	1,879,900
Total transfers out	\$ 2,285,927	\$ 801,800	\$ 132,476	\$ 8,210	\$ 265,900	\$ 600,272	\$ 207,305	\$ 121,000	\$ 22,526	\$ 4,445,416

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2023

## NOTE 4 – CAPITAL ASSETS

## Primary Government

Changes in the County's capital assets were as follows:

	Balance 1/1/2023	Additions	Reductions	Transfers/ Adjustments	Balance 12/31/2023
<b>Capital assets, nondepreciable</b>					
Land	\$ 3,673,786	\$ -	\$ -	\$ -	\$ 3,673,786
Construction in process	4,108,104	1,150,455	-	(4,052,552)	1,206,007
Totals	7,781,890	1,150,455	-	(4,052,552)	4,879,793
<b>Capital assets, depreciable</b>					
Buildings	48,330,193	34,009	-	4,052,552	52,416,754
Improvements	5,571,995	179,276	-	-	5,751,271
Equipment	27,145,193	4,142,732	(1,015,849)	-	30,272,076
Right to use - subscription assets	-	400,973	-	-	400,973
Infrastructure	18,662,012	-	-	-	18,662,012
Totals	99,709,393	4,756,990	(1,015,849)	4,052,552	107,503,086
<b>Accumulated depreciation/amortization</b>					
Buildings	(13,179,825)	(1,260,328)	-	-	(14,440,153)
Improvements	(1,430,704)	(257,922)	-	-	(1,688,626)
Equipment	(15,110,702)	(2,158,322)	548,532	-	(16,720,492)
Right to use - subscription assets	-	(99,270)	-	-	(99,270)
Infrastructure	(9,942,569)	(432,480)	-	-	(10,375,049)
Totals	(39,663,800)	(4,208,322)	548,532	-	(43,323,590)
<b>Total capital assets, net</b>	<b>\$ 67,827,483</b>	<b>\$ 1,699,123</b>	<b>\$ (467,317)</b>	<b>\$ -</b>	<b>\$ 69,059,289</b>

Depreciation and amortization expense was charged to the functions of the County as follows:

Function	Amount
General government	\$ 513,403
Public safety	1,606,306
Streets and public improvements	1,608,363
Health and welfare	62,776
Culture and recreation	417,474
<b>Total depreciation/amortization expense</b>	<b>\$ 4,208,322</b>

## Component Units

Changes in capital assets of component units were as follows:

	Balance 1/1/2023	Additions	Deletions	Transfers/ Adjustments	Balance 12/31/2023
Land	\$ 3,674,773	\$ -	\$ (199,745)	\$ -	\$ 3,475,028
Construction in process	220,508	163,212	(220,508)	-	\$ 163,212
Buildings and improvements	38,138,861	2,960,645	(2,066,570)	-	\$ 39,032,936
Equipment and machinery	4,859,185	141,560	(649,559)	-	\$ 4,351,186
Accumulated depreciation	(23,885,120)	(1,778,273)	853,165	-	\$ (24,810,228)
<b>Capital assets, net</b>	<b>\$ 23,008,207</b>	<b>\$ 1,487,144</b>	<b>\$ (2,283,217)</b>	<b>\$ -</b>	<b>\$ 22,212,134</b>

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2023

## NOTE 5 – LONG-TERM LIABILITIES

## A. Changes in Long-term Liabilities

Long-term liability activity for the year ended December 31, 2023, was as follows:

	Balance 1/1/2023	Additions	Reductions	Balance 12/31/2023	Due Within One Year
<b>Primary Government</b>					
Sales tax revenue bonds	\$ 13,772,000	\$ -	\$ (716,000)	\$ 13,056,000	\$ 734,000
Direct Borrowings	1,573,242	598,768	(751,200)	1,420,810	595,893
Subscription liability	-	400,973	(108,675)	292,298	83,234
Compensated absences	3,011,033	2,715,640	(2,504,691)	3,221,982	2,680,000
<b>Total long-term liabilities</b>	<b>\$ 18,356,275</b>	<b>\$ 3,715,381</b>	<b>\$ (4,080,566)</b>	<b>\$ 17,991,090</b>	<b>\$ 4,093,127</b>
<b>Component Units</b>					
Direct Borrowings	\$ 164,850	\$ -	\$ (164,850)	\$ -	\$ -
Compensated absences	870,000	393,548	(421,548)	842,000	336,800
<b>Total long-term liabilities</b>	<b>\$ 1,034,850</b>	<b>\$ 393,548</b>	<b>\$ (586,398)</b>	<b>\$ 842,000</b>	<b>\$ 336,800</b>

## B. Sales Tax Revenue Bonds

## Primary Government

Sales tax revenue bonds payable at December 31, 2023, were as follows:

Purpose	Series	Maturity Date	Interest Rate %	Original Amount	Balance
Event Center	2017	12/15/2032	2.51	3,200,000	2,061,000
Road Facility	2019	10/1/2040	2.50	12,500,000	10,995,000
<b>Total sales tax revenue bonds payable</b>					<b>\$ 13,056,000</b>

Year	Sales Tax Revenue Bonds - Debt Service Requirements to Maturity					
	Series 2017		Series 2019		Total	
	Principal	Interest	Principal	Interest	Principal	Interest
2024	\$ 207,000	\$ 51,731	\$ 527,000	\$ 274,875	\$ 734,000	\$ 326,606
2025	212,000	46,535	540,000	261,700	752,000	308,235
2026	218,000	41,214	554,000	248,200	772,000	289,414
2027	223,000	35,742	567,000	234,350	790,000	270,092
2028	229,000	30,145	582,000	220,175	811,000	250,320
2029	234,000	24,397	596,000	205,625	830,000	230,022
2030 - 2040	738,000	37,349	7,629,000	1,191,450	8,367,000	1,228,799
<b>Total</b>	<b>\$ 2,061,000</b>	<b>\$ 267,113</b>	<b>\$ 10,995,000</b>	<b>\$ 2,636,375</b>	<b>\$ 13,056,000</b>	<b>\$ 2,903,488</b>



## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2023

**C. Direct Borrowings****Primary Government**

The County has five capital assets that were financed with debt in the current year of which four of them are accounted for together. The first, second, third, and fourth debt purchases were entered into on July 31, 2020, August 31, 2021, August 31, 2022, and August 31, 2023, in the amount of \$936,684, \$693,400, \$740,091, and \$598,768, respectively, for the purchase of patrol vehicles. Debt payments are due annually on July 31, August 31, August 31, and August 31 in the amount of \$198,572, \$146,997, \$164,277, \$136,480 respectively, until 2024, 2025, 2026, and 2027 respectively, with an applicable

interest rate of 3.75, 3.00, 5.5, and 7.0 percent, respectively.

The last debt purchase was entered into on March 31, 2021, in the amount of \$80,942 for the purchase of two fire vehicles. Debt payments are due annually on March 31, in the amount of \$21,141, until 2024, with an applicable interest rate of 3.00 percent.

The County's outstanding notes from direct borrowings related to governmental activities of \$1,420,810 contain a provision that in an event of default, outstanding amounts become immediately due if the County is unable to make payment.

Debt Service Requirements to Maturity							
Year	Fire Vehicles		Sheriff Vehicles		Total		
	Principal	Interest	Principal	Interest	Principal	Interest	
2024	\$ 20,526	\$ 616	\$ 575,368	\$ 70,958	\$ 595,894	\$ 71,574	
2025	-	-	401,719	46,035	401,719	46,035	
2026	-	-	274,920	25,837	274,920	25,837	
2027	-	-	148,277	8,929	148,277	8,929	
<b>Total</b>	<b>\$ 20,526</b>	<b>\$ 616</b>	<b>\$ 1,400,284</b>	<b>\$ 151,759</b>	<b>\$ 1,420,810</b>	<b>\$ 152,375</b>	

**D. Leases**

As of the end of 2023, the County does not have any leases that meet the County's threshold.

**E. Subscriptions**

On January 1, 2023, the County implemented GASB Statement No. 96, *Subscriptions*, which establishes a single model for subscription accounting and requires recognition of certain subscription assets and liabilities. The adoption of this standard resulted in no change to beginning net position or fund balance.

As of the end of 2023, the County has two subscriptions that meet the County's threshold. The agreements range from three to five years. As of December 31, 2023, the value of the subscription liability was \$292,298. The agreements have an interest rate of 7.0 % each. The right-to-use subscription assets have estimated useful lives ranging between three and five years. The value of the right-to-use asset as of the end of 2023 was \$400,973 and had accumulated amortization of \$99,270.

The future principal and interest subscription payments as of December 31, 2023 were as follows:

Subscription Requirements to Maturity							
Year	Grant Software		Permit System		Total		
	Principal	Interest	Principal	Interest	Principal	Interest	
2024	\$ 40,448	\$ 13,246	\$ 42,786	\$ 7,215	\$ 83,234	\$ 20,461	
2025	46,280	10,415	60,280	4,219	106,560	14,634	
2026	49,519	7,175	-	-	49,519	7,175	
2027	52,985	3,709	-	-	52,985	3,709	
<b>Total</b>	<b>\$ 189,232</b>	<b>\$ 34,545</b>	<b>\$ 103,066</b>	<b>\$ 11,434</b>	<b>\$ 292,298</b>	<b>\$ 45,979</b>	



## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2023

## NOTE 6 – PENSION PLANS

## A. Defined Benefit Plans

Eligible plan participants are provided with pensions through the Systems. The Systems are comprised of the following pension trust funds:

- Public Employees Noncontributory Retirement System (Noncontributory System);
- Firefighters Retirement System (Firefighters System); are multiple employer, cost sharing, retirement systems;
- Public Safety Retirement System (Public Safety System) is a cost-sharing, multiple-employer public employee retirement system;
- Tier 2 Public Employee Contributory Retirement System (Tier 2 Public Employee System) is a multiple employer cost sharing public employee retirement system;
- Tier 2 Public Safety and Firefighter Contributory Retirement System (Tier 2 Public Safety and Firefighter System) is a multiple employer, cost sharing, public employee retirement system.

The Tier 2 Public Employees Systems became effective July 1, 2011. All eligible employees beginning on or after July 1, 2011, who have no previous service credit with any of the Utah Retirement Systems, are member of the Tier 2 Retirement System.

The Utah Retirement Systems (Systems) are established and governed by the respective sections of Title 49 of the Utah Code Annotated 1953, as amended. The Systems' defined benefit plans are amended statutorily by the State Legislature. The Utah State Retirement Office Act in Title 49 provides for the administration of the Systems under the direction of the Utah State Retirement Board, whose members are appointed by the Governor. The Systems are fiduciary funds defined as pensions (and other employee benefit) trust funds. URS is a component unit of the State of Utah. Title 49 of the Utah code grants the authority to establish and amend the benefit terms.

URS issues a publicly available financial report that can be obtained by writing Utah Retirement Systems, 560 East 200 South, Salt Lake City, Utah, 84102 or visiting the website: [www.urs.org/general/publications](http://www.urs.org/general/publications).

The System provides retirement, disability, and death benefits. Retirement benefits are as follows:

System	Final Average Salary	Years of Service Required and/or are Eligible for Benefit	Benefit Percentage per Year of Service	COLA**
Noncontributory System	Highest 3 Years	30 years any age 25 years any age* 20 years age 60* 10 years age 62* 4 years age 65	2.0% per year all years	Up to 4%
Public Safety System	Highest 3 Years	20 years any age 10 years age 60 4 years age 65	2.5% per year up to 20 years; 2.0% per year over 20 years	Up to 2.5% or 4% depending upon employer
Firefighter System	Highest 3 Years	20 years any age 10 years age 60 4 years age 65	2.5% per year up to 20 years; 2.0% per year over 20 years	Up to 4%
Tier 2 Public Employees System	Highest 5 Years	35 years any age 20 years age 60* 10 years age 62* 4 years age 65	1.5% per year all years	Up to 2.5%
Tier 2 Public Safety and Firefighter System	Highest 5 Years	25 years any age 20 years age 60* 10 years age 62* 4 years age 65	1.5% per year to June 30, 2020 2.0% per year July 1, 2020 to present	Up to 2.5%

\* Actuarial reductions are applied

\*\* All post-retirement cost-of-living adjustments are non-compounding and are based on the original benefit except for Judges, which is a compounding benefit. The cost-of-living adjustments are also limited to the actual Consumer Price Index (CPI) increase for the year, although unused CPI increases not met may be carried forward to subsequent years.

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2023

As a condition of participation in the System, employers and/or employees are required to contribute certain percentages of salary and wages as authorized by statute and specified by the URS Board. Contributions are actuarially determined as an amount that, when

combined with employee contributions (where applicable), is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded actuarial accrued liability.

Contribution rates as of December 31, 2023 are as follows:

	Employee	Employer	Employer 401(k)
Contributory System			
11 - Local Governmental Division Tier 1	6.00%	13.96%	N/A
111 - Local Governmental Division Tier 2	N/A	16.01%	0.18%
Noncontributory System			
15 - Local Governmental Division Tier 1	N/A	17.97%	N/A
Public Safety Retirement System			
43 - Other Division A Noncontributory Tier 1	N/A	34.04%	N/A
122 - Tier 2 DB Hybrid Public Safety Contributory	2.59%	25.83%	N/A
Firefighter System			
31 - Other Division A	15.05%	3.61%	N/A
132 - Tier 2 DB Hybrid Firefighters	2.59%	14.08%	N/A
Tier 2 DC Only			
211 - Local Government	N/A	6.19%	10.00%
222 - Public Safety	N/A	11.83%	14.00%
232 - Firefighters	N/A	0.08%	14.00%

Tier 2 rates include a statutory required contribution to finance the unfunded actuarial accrued liability of the Tier 1 plans.

For fiscal year ended December 31, 2023, the employer and employee contributions to the System were as follows:

## Governmental Activities:

System	Employer Contributions	Employee Contributions
Noncontributory System	\$ 790,680	\$ -
Public Safety System	1,330,400	-
Firefighters System	17,348	72,324
Tier 2 Public Employees System	938,094	-
Tier 2 Public Safety and Firefighters System	1,102,303	115,909
Tier 2 DC Only System	115,648	-
Tier 2 DC Public Safety and Firefighters System	101,941	-
<b>Total</b>	<b>\$ 4,396,414</b>	<b>\$ 188,233</b>

## Component Units:

System	Employer Contributions	Employee Contributions
Airport Authority - Tier 2 DC Only System	\$ 4,373	-
BRHD - Noncontributory System	657,253	-
BRHD - Tier 2 Public Employees System	358,158	-
BRHD - Tier 2 DC Only System	61,338	-
<b>Total</b>	<b>\$ 1,081,122</b>	<b>\$ -</b>

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2023

Contributions reported are the URS Board approved required contributions by system. Contributions in the Tier 2 Systems are used to finance the unfunded liability in the Tier 1 Systems.

### B. Pension Assets, Liabilities, Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pension.

#### Governmental Activities:

At December 31, 2023, the County reported for the primary government a net pension asset of \$361,858 and a net pension liability of \$5,496,341.

	Measurement Date: December 31, 2022			Proportionate Share December 31, 2021	Change (Decrease)
	Net Pension Asset	Net Pension Liability	Proportionate Share		
Noncontributory System	\$ -	\$ 1,162,323	0.6786301%	0.5998611%	0.0787689%
Public Safety Retirement System	-	3,978,659	3.0768976%	2.8170470%	0.2598506%
Firefighter System	361,858	-	1.3933482%	1.2222972%	0.1710510%
Tier 2 Public Employees System	-	250,322	0.2298861%	0.1765684%	0.0533177%
Tier 2 Public Safety and Firefighter System	-	105,037	1.2590722%	1.2073295%	0.0517427%
<b>Total Net Pension Asset / Liability</b>	<b>\$ 361,858</b>	<b>\$ 5,496,341</b>			

#### Component Units:

At December 31, 2023, the County reported for component units a net pension asset of \$0, and a net pension liability of \$923,798 of which \$11,221 is related to the Airport Authority and \$912,577 is related to the BRHD.

	Measurement Date: December 31, 2022			Proportionate Share December 31, 2021	Change (Decrease)
	Net Pension Asset	Net Pension Liability	Proportionate Share		
Airport Authority - Noncontributory System	\$ -	\$ 11,221	0.0065515%	0.0066899%	-0.0001383%
BRHD - Noncontributory System	-	770,034	0.4495900%	0.4651823%	-0.0155923%
BRHD - Tier 2 Public Employees System	-	142,543	0.1309064%	0.1395594%	-0.0086530%
<b>Total Net Pension Asset / Liability</b>	<b>\$ -</b>	<b>\$ 923,798</b>			

The net pension asset and liability was measured as of December 31, 2022, and the total pension liability used to calculate the net pension asset and liability was determined by an actuarial valuation as of January 1, 2022 and rolled-forward using generally accepted actuarial procedures. The proportion of the net pension asset and liability is equal to the ratio of the employer's actual contributions to the Systems during the plan year over the total of all employer contributions to the System during the plan year.

#### Governmental Activities:

For the year ended December 31, 2023, the County recognized for the primary government pension expense of \$2,672,570.

At December 31, 2023, the County reported for the primary government deferred outflows of resources and deferred inflows of resources related to pension from the following sources:

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2023

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 610,927	\$ 46,614
Changes in assumptions	489,871	15,799
Net difference between projected and actual earnings on pension plan investments	1,995,588	-
Changes in proportion and differences between contributions and proportionate share of contributions	301,855	115,922
Contributions subsequent to the measurement date	4,396,414	-
<b>Total</b>	<b>\$ 7,794,655</b>	<b>\$ 178,335</b>

\$4,396,414 reported as deferred outflows of resources related to pensions results from contributions made by the County prior to its fiscal year end, but subsequent to the measurement date of December 31, 2022.

These contributions will be recognized as a reduction of the net pension liability in the upcoming fiscal year. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions, will be recognized in pension expense as follows:

Year Ended December 31,	Net Deferred Outflows (Inflows) of Resources
2023	\$ (658,575)
2024	(50,810)
2025	807,274
2026	2,955,964
2027	28,338
Thereafter	137,714
	<b>\$ 3,219,905</b>

*Component Units:*

For the year ended December 31, 2023, the County recognized for the Airport Authority and BRHD component units pension expense of \$5,723 and \$670,838, respectively.

At December 31, 2023, the County reported for the Airport Authority and BRHD component units deferred outflows of resources and deferred inflows of resources related to pension from the following sources:

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2023

	Airport Deferred Outflows of Resources	Airport Deferred Inflows of Resources	BRHD Deferred Outflows of Resources	BRHD Deferred Inflows of Resources
Difference between expected and actual experience	\$ 3,806	\$ -	\$ 309,330	\$ 5,656
Changes in assumptions	1,839	45	172,474	3,438
Net difference between projected and actual earnings on pension plan investments	7,401	-	565,392	-
Changes in proportion and differences between contributions and proportionate share of contributions	595	-	88,208	15,323
Contributions subsequent to the measurement date	4,373	-	1,076,750	-
<b>Total</b>	<b>\$ 18,014</b>	<b>\$ 45</b>	<b>\$ 2,212,154</b>	<b>\$ 24,417</b>

\$4,373 and \$1,076,750 are reported as deferred outflows of resources related to pensions results from contributions made by the Airport Authority and BRHD, respectively, prior to their fiscal year end, but subsequent to the measurement date of December 31, 2022.

These contributions will be recognized as a reduction of the net pension liability in the upcoming fiscal year. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended December 31,	Airport Net Deferred Outflows (Inflows) of Resources	BRHD Net Deferred Outflows (Inflows) of Resources
2023	\$ (2,781)	\$ (56,415)
2024	(215)	41,836
2025	3,409	231,695
2026	12,482	832,162
2027	120	12,470
Thereafter	581	49,239
	<b>\$ 13,596</b>	<b>\$ 1,110,987</b>

*Actuarial Assumptions*

The total pension liability in the December 31, 2022, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.50 Percent
Salary increases	3.25 - 9.25 percent, average, including inflation
Investment rate of return	6.85 percent, net of pension plan investment expense, including inflation

Mortality rates were adopted from an actuarial experience study dated January 1, 2020. The retired mortality tables are developed using URS retiree experience and are based on gender, occupation and age, as appropriate, with projected improvement using 80% of the ultimate rates from the MP-2019

improvement assumption using a base year of 2020. The mortality assumption for active members is the PUB-2010 Employees Mortality Table for public employees, teachers, and public safety members, respectively.

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2023

The actuarial assumptions used in the January 1, 2022, valuation were based on an experience study of the demographic assumptions as of January 1, 2020, and a review of economic assumptions as of January 1, 2021.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension

plan investment expense and inflation) are developed for each major asset class and is applied consistently to each defined benefit pension plan. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Expected Return Arithmetic Basis		
	Target Asset Allocation	Real Return Arithmetic Basis	Long-Term Expected Portfolio Real Rate of Return
Equity securities	35.00%	6.58%	2.30%
Debt securities	20.00%	1.08%	0.22%
Real assets	18.00%	5.72%	1.03%
Private equity	12.00%	9.80%	1.18%
Absolute return	15.00%	2.91%	0.44%
Cash and cash equivalents	0.00%	-0.11%	0.00%
Totals	100%		5.17%
Inflation			2.50%
<b>Expected arithmetic nominal return</b>			<b>7.67%</b>

The 6.85% assumed investment rate of return is comprised of an inflation rate of 2.50% and a real return of 4.35% that is net of investment expense.

*Discount Rate:*

The discount rate used to measure the total pension liability for all plans was 6.85%. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate, and that contributions from all participating employers will be made at contractually required rates that are actuarially determined and certified by the URS Board. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current, active, and inactive employees.

Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments, to determine the total pension liability. The discount rate does not use the Municipal Bond Index Rate.

*Sensitivity of the proportionate share of the net pension asset and liability to changes in the discount rate:*

The following presents the proportionate share of the net pension liability calculated using the discount rate of 6.85 percent, as well as what the proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is 1 percentage point lower (5.85 percent) or 1 percentage point higher (7.85 percent) than the current rate:

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2023

## Governmental Activities:

Proportionate Share of Net Pension Liability/(Asset)	1% Decrease (5.85%)	Discount Rate (6.85%)	1% Increase (7.85%)
Noncontributory System	\$ 7,325,349	\$ 1,162,323	\$ (3,987,210)
Public Safety Retirement System	12,813,292	3,978,659	(3,205,979)
Firefighter System	288,408	(361,858)	(889,569)
Tier 2 Public Employees System	1,093,768	250,322	(399,447)
Tier 2 Public Safety and Firefighter System	840,794	105,037	(479,714)
<b>Total Net Pension Liability/(Asset)</b>	<b>\$ 22,361,611</b>	<b>\$ 5,134,483</b>	<b>\$ (8,961,919)</b>

## Component Units:

Proportionate Share of Net Pension Liability/(Asset)	1% Decrease (5.85%)	Discount Rate (6.85%)	1% Increase (7.85%)
Airport Authority - Noncontributory System	\$ 70,719	\$ 11,221	\$ (38,492)
BRHD - Noncontributory System	4,853,017	770,034	(2,641,512)
BRHD - Tier 2 Public Employees System	622,835	142,543	(227,461)
<b>Total Net Pension Liability/(Asset)</b>	<b>\$ 5,546,571</b>	<b>\$ 923,798</b>	<b>\$ (2,907,465)</b>

## Pension Plan Fiduciary Net Position:

Detailed information about the pension plan's fiduciary net position is available in the separate issued URS financial report.

## C. Defined Contribution Plans

## Governmental Activities:

The Defined Contribution Savings Plans are administered by the Utah Retirement Systems Board and are generally supplemental plans to the basic retirement benefits of the Retirement Systems, but may also be used as a primary retirement plan. These plans are voluntary tax-advantage retirement savings programs authorized under sections

401(k), 457(b), and 408 of the Internal Revenue Code. Detailed information regarding plan provisions is available in the separately issued URS financial report.

Cache County participates in the following Defined Contribution Savings Plans with Utah Retirement Systems:

- 401(k) Plan
- 457(b) Plan
- Roth IRA Plan
- Traditional IRA Plan

Employee and employer contributions to the Utah Retirement Defined Contribution Savings Plans for fiscal year ended December 31, were as follows:

	2023	2022	2021
401(K) Plan			
Employer Contributions	518,167	349,936	272,746
Employee Contributions	591,599	469,765	341,994
457 Plan			
Employer Contributions	-	-	-
Employee Contributions	32,152	27,826	24,999
Roth IRA Plan			
Employer Contributions	N/A	N/A	N/A
Employee Contributions	180,330	179,634	155,914
Traditional IRA			
Employer Contributions	N/A	N/A	N/A
Employee Contributions	2,370	2,315	2,695

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2023

*Component Units:*

BRHD also participates in the same Defined Contribution Savings Plans with Utah Retirement Systems. Employee and employer contributions to the Utah Retirement Defined Contribution Savings Plans for fiscal year ended December 31, were as follows:

	2023	2022	2021
401(K) Plan			
Employer Contributions	322,570	296,959	285,419
Employee Contributions	479,447	301,764	333,496
457 Plan			
Employer Contributions	-	-	-
Employee Contributions	160,594	86,804	76,840
Roth IRA Plan			
Employer Contributions	N/A	N/A	N/A
Employee Contributions	109,529	95,841	74,724

**NOTE 7 – PUBLIC ENTITY RISK POOL**

The County is exposed to various risks of loss related to torts, theft of, damage to and destruction of assets, errors and omissions and natural disasters. The County is insured through the Utah Local Governments Trust (ULGT), to manage its risk of loss. The County pays an annual premium to ULGT for its general insurance coverage. In addition, the County has purchased commercial insurance related to airport operations, steam boiler usage, employee performance, and workers' compensation.

As of December 31, 2023, there were no outstanding unpaid claims in excess of insurance coverage. Also, the County had no claim settlements over the past three years that exceeded its insurance coverage.

**NOTE 8 – COMMITMENTS & CONTINGENCIES**

The County collects sales tax under the Restaurant Tax, RAPZ Tax, and CCCOG programs enabled by state legislation and awards funds to various governmental and nonprofit entities. Awards become payable by the County when the conditions of the awards are met. At December 31, 2023, there were \$1,062,145 in Restaurant Tax funds, \$1,878,563 in RAPZ Tax funds, and \$20,719,211 in CCCOG funds that had been awarded, but were not payable because applicable conditions had not been met. The County has also committed future Restaurant Tax revenues in the amount of \$185,706 to BCIA for facility improvements over the next three years. The County has also committed future Restaurant Tax revenues related to the land exchange agreement between the County, North Logan, Hyde Park, and Nibley in the amount of \$306,554 over the year.

**NOTE 9 – TAX INCREMENTAL REBATES**

The County periodically enters into property tax abatement (rebate incentive) agreements with local businesses under State Statute Title 17C of the Utah Code. Under the Statute, localities may grant property tax abatements for the purpose of attracting or retaining businesses within their jurisdictions. In these agreements, the developer or business agrees to improve property within one of the County's redevelopment project areas resulting in increased property tax revenue received by the County (increment). The County periodically agrees to pay a specified amount of the increment back to the developer.

For the year ended December 31, 2023, the County abated property taxes totaling \$171,971 under this program, including the following tax abatement agreements that each exceed 10 percent of the total amount abated:

- North Logan RDA (C3) Project - The agreed rebate paid amounted to \$51,159.
- North Logan RDA (C2) Project – The agreed rebate paid amounted to \$40,500.
- Pepperidge Farm Project – The agreed rebate paid amounted to \$34,304.
- South Main River RDA Project - The agreed rebate paid amounted to \$23,930.
- North Logan RDA (C1) Project – The agreed rebate paid amounted to \$22,078.



NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2023

**NOTE 10 – INDUSTRIAL REVENUE BONDS**

In 2006, the County issued Industrial Revenue Bonds on behalf of Sunshine Terrace Foundation, Inc. in the amount of \$5,000,000, maturing in 2026. Also in 2006, the County issued \$3,000,000 of Industrial Revenue Bonds on behalf of Lower Foods, Inc. scheduled to mature in 2026. Each of these entities is responsible for all bond payments and neither the County nor its resources are liable for repayment.

**NOTE 11 – RELATED PARTY TRANSACTIONS**

**Primary Government**

In addition to the transactions previously described in these notes, the County entered into the following significant transactions with component units:

*Airport Authority* – The County provided operating funds of \$80,000 based on the budget adopted by the Airport Authority and the agreement with Logan City.

*BRHD* – The County assessed and collected property taxes in its Health fund and transferred the appropriated amount of property taxes to BRHD to provide operating funds totaling \$1,107,439. The County also contributed \$382,507 to the department for the substance abuse program and for the air pollution contract.

**Component Units**

*Airport Authority* – Logan City provided operating funds of \$80,000 based on the budget adopted by the Airport Authority and the agreement with Cache County.

## **REQUIRED SUPPLEMENTARY INFORMATION**

**CACHE COUNTY**  
**BUDGETARY COMPARISON SCHEDULE**  
**GENERAL FUND**  
**YEAR ENDED DECEMBER 31, 2023**

	<u>Budget Amounts</u>			<u>Variance With</u>
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	<u>Final Budget</u>
<b>REVENUES</b>				
Taxes:				
Property	\$18,026,000	\$ 18,305,000	\$ 18,819,729	\$ 514,729
Sales and use	10,271,000	10,271,000	9,181,008	(1,089,992)
	28,297,000	28,576,000	28,000,737	(575,263)
Other revenues:				
Intergovernmental revenues	2,247,600	15,262,300	4,422,938	(10,839,362)
Charges for services	9,261,700	9,461,500	8,916,461	(545,039)
Licenses and permits	130,000	130,000	59,241	(70,759)
Fines and forfeitures	126,000	126,000	181,856	55,856
Interest and investment income	350,000	2,550,000	3,027,657	477,657
Rental income	177,400	177,400	147,738	(29,662)
Public contributions	99,500	99,800	131,002	31,202
Miscellaneous revenues	18,100	246,400	285,228	38,828
Total revenues	40,707,300	56,629,400	45,172,858	(11,456,542)
<b>EXPENDITURES</b>				
General government:				
Council	492,800	487,400	412,989	74,411
Public legal assistance	1,127,800	1,389,200	1,165,312	223,888
Executive	490,100	534,900	483,538	51,362
Finance	902,000	1,104,325	1,080,463	23,862
Human resources	523,400	699,900	502,502	197,398
Geographic information systems	132,900	137,800	132,858	4,942
Information technology	1,229,700	2,081,600	1,656,447	425,153
Auditor	35,500	40,400	34,294	6,106
Clerk	280,000	355,300	235,634	119,666
Recorder	1,013,500	1,219,400	804,910	414,490
Attorney	2,491,400	2,775,000	2,202,572	572,428
Victim services	1,230,900	2,258,500	1,814,811	443,689
Elections	542,200	583,100	503,650	79,450
Economic development	210,000	333,900	196,539	137,361
USU Ag extension services	254,600	254,600	254,620	(20)
Miscellaneous and general	1,186,600	1,315,200	546,029	769,171
County Pandemic Relief	-	885,000	-	885,000
Contributions to other units	699,600	3,997,135	3,520,558	476,577
	12,843,000	20,452,660	15,547,726	4,904,934

**CACHE COUNTY**  
**BUDGETARY COMPARISON SCHEDULE**  
**GENERAL FUND**  
**YEAR ENDED DECEMBER 31, 2023**

	Budget Amounts			Variance With Final Budget
	Original	Final	Actual	
Public safety:				
Sheriff patrol	6,527,700	6,614,100	6,381,844	232,256
Support services	3,821,400	3,991,400	3,805,670	185,730
Sheriff administration	1,834,900	2,346,500	1,761,691	584,809
Search and rescue	211,000	295,600	200,694	94,906
Explorer	36,200	32,200	21,855	10,345
Corrections	10,414,100	10,729,500	10,575,173	154,327
Animal control	208,700	214,500	214,079	421
Animal impound	382,600	391,900	354,826	37,074
Emergency management	184,100	337,300	301,998	35,302
Ambulance	2,110,100	1,985,700	1,920,034	65,666
Fire safety	1,415,700	2,303,700	1,644,903	658,797
	27,146,500	29,242,400	27,182,767	2,059,633
Health and welfare:				
Health services	-	277,700	277,664	36
	-	277,700	277,664	36
Culture and recreation:				
Fairgrounds	1,461,000	2,638,800	1,617,608	1,021,192
Library services	224,700	230,800	220,464	10,336
Fair and rodeo	593,900	643,400	490,742	152,658
	2,279,600	3,513,000	2,328,814	1,184,186
Debt/lease services:				
Principal	-	68,675	68,675	-
Interest	-	-	-	-
	-	68,675	68,675	-
Total expenditures	42,269,100	53,554,435	45,405,646	8,148,789
Revenues over (under) expenditures	(1,561,800)	3,074,965	(232,788)	(3,307,753)
<b>OTHER FINANCING SOURCES (USES)</b>				
Proceeds from sale of capital assets	273,000	273,000	193,358	(79,642)
Debt/lease proceeds	824,500	824,500	856,675	32,175
Transfers in:				
RSSD fund	1,000	1,000	1,000	-
Visitor's bureau fund	-	5,000	5,000	-
CCCF fund	-	23,000	22,526	(474)
CDRA fund	13,400	13,400	8,210	(5,190)
Restaurant fund	-	546,000	545,772	(228)
RAPZ tax fund	47,400	47,400	40,920	(6,480)
Total transfers in	61,800	635,800	623,428	(12,372)
Transfers out:				
Tax administration fund	-	(10,000)	(72)	9,928
Municipal services fund	(182,000)	(1,358,500)	(127,844)	1,230,656
Council on aging fund	(732,800)	(842,100)	(747,151)	94,949
Metal health fund	(340,000)	(350,000)	(350,000)	-
Children's justice center fund	-	(10,000)	(10,000)	-
Debt service fund	(817,200)	(817,200)	(817,200)	-
Capital projects fund	-	(6,470,700)	(233,660)	6,237,040
Total transfers out	(2,072,000)	(9,858,500)	(2,285,927)	7,572,573
Total other financing uses	(912,700)	(8,125,200)	(612,466)	7,512,734
Net change in fund balances	(2,474,500)	(5,050,235)	(845,254)	4,204,981
Fund balances - January 1	33,265,109	33,265,109	33,265,109	-
Fund balances - December 31	\$30,790,609	\$ 28,214,874	\$ 32,419,855	\$ 4,204,981

**CACHE COUNTY**  
**BUDGETARY COMPARISON SCHEDULE**  
**TAX ADMINISTRATION FUND**  
**YEAR ENDED DECEMBER 31, 2023**

	<u>Budget Amounts</u>			<b>Variance With</b>
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	<u>Final Budget</u>
<b>REVENUES</b>				
Taxes:				
Property	\$ 3,895,500	\$ 3,886,500	\$ 4,045,496	\$ 158,996
Other revenues:				
Charges for services	564,600	564,600	593,611	29,011
Interest income	1,000	1,000	36,672	35,672
Miscellaneous revenues	-	-	-	-
Total revenues	<u>4,461,100</u>	<u>4,452,100</u>	<u>4,675,779</u>	<u>223,679</u>
<b>EXPENDITURES</b>				
General government:				
Council	54,900	54,200	45,888	8,312
Executive	85,900	94,500	85,330	9,170
Finance	100,300	130,400	99,048	31,352
Human resources	92,400	123,600	88,676	34,924
Geographic information systems	199,400	206,700	199,286	7,414
Information technology	993,700	1,022,800	970,409	52,391
Auditor	218,300	226,700	210,665	16,035
Treasurer	352,300	407,400	405,234	2,166
Attorney	246,500	274,500	217,837	56,663
Assessor	2,287,000	2,287,000	2,062,136	224,864
Miscellaneous and general	344,200	457,200	219,628	237,572
Contributions to other units	<u>145,000</u>	<u>145,000</u>	<u>250,784</u>	<u>(105,784)</u>
Total expenditures	<u>5,119,900</u>	<u>5,430,000</u>	<u>4,854,921</u>	<u>575,079</u>
Revenues under expenditures	<u>(658,800)</u>	<u>(977,900)</u>	<u>(179,142)</u>	<u>798,758</u>
<b>OTHER FINANCING SOURCES</b>				
Transfers in:				
General fund	-	10,000	72	(9,928)
Total transfers in	<u>-</u>	<u>10,000</u>	<u>72</u>	<u>(9,928)</u>
Total other financing sources	<u>-</u>	<u>10,000</u>	<u>72</u>	<u>(9,928)</u>
Net change in fund balances	(658,800)	(967,900)	(179,070)	788,830
Fund balances - January 1	<u>6,329,046</u>	<u>6,329,046</u>	<u>6,329,046</u>	<u>-</u>
Fund balances - December 31	<u>\$ 5,670,246</u>	<u>\$ 5,361,146</u>	<u>\$ 6,149,976</u>	<u>\$ 788,830</u>

**CACHE COUNTY**  
**BUDGETARY COMPARISON SCHEDULE**  
**MUNICIPAL SERVICES FUND**  
**YEAR ENDED DECEMBER 31, 2023**

	<u>Budget Amounts</u>		<u>Actual</u>	<u>Variance With Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<b>REVENUES</b>				
Taxes:				
Sales and use	\$ 8,716,000	\$ 8,716,000	\$ 8,523,613	\$ (192,387)
Other revenues:				
Intergovernmental	3,198,400	4,247,700	3,425,205	(822,495)
Charges for services	1,455,700	1,455,700	1,603,572	147,872
Licenses and permits	1,165,000	1,165,000	1,644,341	479,341
Interest income	10,000	10,000	-	(10,000)
Miscellaneous revenues	<u>24,000</u>	<u>24,000</u>	<u>51,016</u>	<u>27,016</u>
Total revenues	<u>14,569,100</u>	<u>15,618,400</u>	<u>15,247,747</u>	<u>(370,653)</u>
<b>EXPENDITURES</b>				
General government:				
Development services administration	454,100	689,100	531,241	157,859
Zoning administration	478,200	533,400	434,471	98,929
Building inspection	1,093,400	1,413,100	1,384,387	28,713
Sanitation and waste collection	-	2,100	2,096	4
Miscellaneous expenditures	<u>159,900</u>	<u>89,400</u>	<u>-</u>	<u>89,400</u>
	2,185,600	2,727,100	2,352,195	374,905
Public safety:				
Fire safety	382,600	382,600	323,420	59,180
Animal control	<u>12,000</u>	<u>12,000</u>	<u>14,400</u>	<u>(2,400)</u>
	394,600	394,600	337,820	56,780
Streets and public improvements:				
Public works administration	729,700	836,200	672,145	164,055
Road projects	6,485,200	7,866,400	6,078,964	1,787,436
Vegetation management	927,100	965,900	773,981	191,919
Engineering	2,728,900	2,916,500	736,768	2,179,732
Contribution to other governments	<u>4,200,000</u>	<u>4,200,000</u>	<u>4,254,145</u>	<u>(54,145)</u>
	15,070,900	16,785,000	12,516,003	4,268,997
Culture and recreation:				
Parks and trails	419,900	2,273,900	196,515	2,077,385
Eccles Ice Center support	<u>22,000</u>	<u>22,000</u>	<u>23,600</u>	<u>(1,600)</u>
	441,900	2,295,900	220,115	2,075,785
Debt/lease services:				
Principal	-	40,000	40,000	-
Interest	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	-	40,000	40,000	-
Total expenditures	<u>18,093,000</u>	<u>22,242,600</u>	<u>15,466,133</u>	<u>6,776,467</u>
Revenues under expenditures	<u>(3,523,900)</u>	<u>(6,624,200)</u>	<u>(218,386)</u>	<u>6,405,814</u>

**CACHE COUNTY**  
**BUDGETARY COMPARISON SCHEDULE**  
**MUNICIPAL SERVICES FUND**  
**YEAR ENDED DECEMBER 31, 2023**

	<u>Budget Amounts</u>		<u>Actual</u>	<u>Variance With Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<b>OTHER FINANCING SOURCES (USES)</b>				
Proceeds from sale of capital assets	290,000	530,000	278,038	(251,962)
Debt/lease proceeds	-	-	143,066	143,066
Transfers in:				
General fund	182,000	1,358,500	127,844	(1,230,656)
Recreation fund	-	54,500	54,500	-
RAPZ tax fund	50,000	166,400	166,385	(15)
CCCOG fund	1,725,100	1,829,800	132,476	(1,697,324)
RSSD fund	<u>120,000</u>	<u>120,000</u>	<u>120,000</u>	<u>-</u>
Total transfers in	2,077,100	3,529,200	601,205	(2,927,995)
Transfers out:				
Debt service fund	<u>(801,800)</u>	<u>(801,800)</u>	<u>(801,800)</u>	<u>-</u>
Total transfers out	<u>(801,800)</u>	<u>(801,800)</u>	<u>(801,800)</u>	<u>-</u>
Total other financing sources (uses)	<u>1,565,300</u>	<u>3,257,400</u>	<u>220,509</u>	<u>(3,036,891)</u>
Net change in fund balances	<u>(1,958,600)</u>	<u>(3,366,800)</u>	<u>2,123</u>	<u>3,368,923</u>
Fund balances - January 1	<u>9,594,717</u>	<u>9,594,717</u>	<u>9,594,717</u>	<u>-</u>
Fund balances - December 31	<u>\$ 7,636,117</u>	<u>\$ 6,227,917</u>	<u>\$ 9,596,840</u>	<u>\$ 3,368,923</u>

**CACHE COUNTY**  
**BUDGETARY COMPARISON SCHEDULE**  
**MENTAL HEALTH FUND**  
**YEAR ENDED DECEMBER 31, 2023**

	<u>Budget Amounts</u>			<b>Variance With</b>
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	<u>Final Budget</u>
<b>REVENUES</b>				
Other revenues:				
Intergovernmental	\$ 4,354,400	\$ 4,354,400	\$ 4,056,965	\$ (297,435)
Total revenues	<u>4,354,400</u>	<u>4,354,400</u>	<u>4,056,965</u>	<u>(297,435)</u>
<b>EXPENDITURES</b>				
Health and welfare:				
Mental health services	<u>4,694,400</u>	<u>4,704,400</u>	<u>4,406,965</u>	<u>297,435</u>
Total expenditures	<u>4,694,400</u>	<u>4,704,400</u>	<u>4,406,965</u>	<u>297,435</u>
Revenues under expenditures	<u>(340,000)</u>	<u>(350,000)</u>	<u>(350,000)</u>	<u>-</u>
<b>OTHER FINANCING SOURCES</b>				
Transfers in:				
General fund	<u>340,000</u>	<u>350,000</u>	<u>350,000</u>	<u>-</u>
Total transfers in	<u>340,000</u>	<u>350,000</u>	<u>350,000</u>	<u>-</u>
Total other financing sources	<u>340,000</u>	<u>350,000</u>	<u>350,000</u>	<u>-</u>
Net change in fund balances	-	-	-	-
Fund balances - January 1	-	-	-	-
Fund balances - December 31	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>



**CACHE COUNTY**  
**BUDGETARY COMPARISON SCHEDULE**  
**CCCOG FUND**  
**YEAR ENDED DECEMBER 31, 2023**

	<u>Budget Amounts</u>			<b>Variance With</b>
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	<u>Final Budget</u>
<b>REVENUES</b>				
Taxes:				
Sales and use	\$ 7,898,000	\$ 7,898,000	\$ 6,879,742	\$ (1,018,258)
Other revenues:				
Interest income	<u>-</u>	<u>-</u>	<u>991,663</u>	<u>991,663</u>
Total revenues	<u>7,898,000</u>	<u>7,898,000</u>	<u>7,871,405</u>	<u>(26,595)</u>
<b>EXPENDITURES</b>				
Streets and public improvements:				
New road construction	<u>6,172,900</u>	<u>22,756,700</u>	<u>4,531,295</u>	<u>18,225,405</u>
Total expenditures	<u>6,172,900</u>	<u>22,756,700</u>	<u>4,531,295</u>	<u>18,225,405</u>
Revenues over (under) expenditures	<u>1,725,100</u>	<u>(14,858,700)</u>	<u>3,340,110</u>	<u>18,198,810</u>
<b>OTHER FINANCING USES</b>				
Transfers out:				
Municipal services fund	<u>(1,725,100)</u>	<u>(1,829,800)</u>	<u>(132,476)</u>	<u>1,697,324</u>
Total transfers out	<u>(1,725,100)</u>	<u>(1,829,800)</u>	<u>(132,476)</u>	<u>1,697,324</u>
Total other financing uses	<u>(1,725,100)</u>	<u>(1,829,800)</u>	<u>(132,476)</u>	<u>1,697,324</u>
Net change in fund balances	<u>-</u>	<u>(16,688,500)</u>	<u>3,207,634</u>	<u>19,896,134</u>
Fund balances - January 1	<u>19,957,937</u>	<u>19,957,937</u>	<u>19,957,937</u>	<u>-</u>
Fund balances - December 31	<u>\$19,957,937</u>	<u>\$ 3,269,437</u>	<u>\$23,165,571</u>	<u>\$ 19,896,134</u>

**CACHE COUNTY**  
**SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET PENSION LIABILITY (ASSET)**  
**PRIMARY GOVERNMENT**  
**DECEMBER 31, 2022 & 2021**

<b>December 31, 2022</b>	<b>Non- Contributory System</b>	<b>Public Safety System</b>	<b>Firefighters System</b>	<b>Tier 2 Public Employees System</b>	<b>Tier 2 Public Safety and Firefighter</b>
Proportion of the net pension liability (asset)	0.6786301%	3.0768976%	1.3933482%	0.2298861%	1.2590722%
Proportionate share of the net pension liability (asset)	\$ 1,162,323	3,978,659	(361,858)	250,322	105,037
Covered employee payroll	\$ 5,145,542	4,164,788	502,278	5,005,516	3,873,890
Proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	22.59%	95.53%	-72.04%	5.00%	2.71%
Plan fiduciary net position as a percentage of the total pension liability	97.5%	93.6%	108.4%	92.3%	96.4%
<b>December 31, 2021</b>	<b>Non- Contributory System</b>	<b>Public Safety System</b>	<b>Firefighters System</b>	<b>Tier 2 Public Employees System</b>	<b>Tier 2 Public Safety and Firefighter</b>
Proportion of the net pension liability (asset)	0.5998611%	2.8170470%	1.2222972%	0.1765684%	1.2073295%
Proportionate share of the net pension liability (asset)	\$ (3,435,469)	(2,287,844)	(712,864)	(74,730)	(61,021)
Covered employee payroll	\$ 4,593,369	3,660,128	407,508	3,273,044	2,887,167
Proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	-74.79%	-62.51%	-174.93%	-2.28%	-2.11%
Plan fiduciary net position as a percentage of the total pension liability	108.7%	104.2%	120.1%	103.8%	102.8%

**CACHE COUNTY**  
**SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET PENSION LIABILITY (ASSET)**  
**PRIMARY GOVERNMENT**  
**DECEMBER 31, 2020 & 2019**

<b>December 31, 2020</b>	<b>Non- Contributory System</b>	<b>Public Safety System</b>	<b>Firefighters System</b>	<b>Tier 2 Public Employees System</b>	<b>Tier 2 Public Safety and Firefighter</b>
Proportion of the net pension liability (asset)	0.5933095%	2.7995684%	0.8019125%	0.1664151%	1.1903583%
Proportionate share of the net pension liability (asset)	\$ 304,316	2,324,317	(224,231)	23,935	106,769
Covered employee payroll	\$ 4,819,540	3,786,663	261,620	2,661,035	2,368,861
Proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	6.31%	61.38%	-85.71%	0.90%	4.51%
Plan fiduciary net position as a percentage of the total pension liability	99.2%	95.5%	110.5%	98.3%	93.1%
<b>December 31, 2019</b>	<b>Non- Contributory System</b>	<b>Public Safety System</b>	<b>Firefighters System</b>	<b>Tier 2 Public Employees System</b>	<b>Tier 2 Public Safety and Firefighter</b>
Proportion of the net pension liability (asset)	0.5790999%	2.9606001%	0.6980722%	0.1505977%	1.3202731%
Proportionate share of the net pension liability (asset)	\$ 2,182,551	4,753,592	(86,575)	33,871	124,191
Covered employee payroll	\$ 4,817,820	3,986,954	223,503	2,092,709	2,176,068
Proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	45.30%	119.23%	-38.74%	1.62%	5.71%
Plan fiduciary net position as a percentage of the total pension liability	93.7%	90.9%	105.0%	96.5%	89.6%

**CACHE COUNTY**  
**SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET PENSION LIABILITY (ASSET)**  
**PRIMARY GOVERNMENT**  
**DECEMBER 31, 2018 & 2017**

<b>December 31, 2018</b>	<b>Non- Contributory System</b>	<b>Public Safety System</b>	<b>Firefighters System</b>	<b>Tier 2 Public Employees System</b>	<b>Tier 2 Public Safety and Firefighter</b>
Proportion of the net pension liability (asset)	0.5898115%	2.9735539%	0.6841959%	0.1471746%	1.2008330%
Proportionate share of the net pension liability (asset)	\$ 4,343,208	7,649,720	88,841	63,032	30,088
Covered employee payroll	\$ 4,895,435	4,078,388	212,272	1,719,371	1,606,793
Proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	88.72%	187.57%	41.85%	3.67%	1.87%
Plan fiduciary net position as a percentage of the total pension liability	87.0%	84.7%	94.3%	90.8%	95.6%
<b>December 31, 2017</b>	<b>Non- Contributory System</b>	<b>Public Safety System</b>	<b>Firefighters System</b>	<b>Tier 2 Public Employees System</b>	<b>Tier 2 Public Safety and Firefighter</b>
Proportion of the net pension liability (asset)	0.5837500%	2.9880980%	0.6998638%	0.1196470%	1.2338577%
Proportionate share of the net pension liability (asset)	\$ 2,557,583	4,687,305	(43,710)	10,549	(14,277)
Covered employee payroll	\$ 4,972,515	4,251,364	204,757	1,170,397	1,302,424
Proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	51.43%	110.25%	-21.35%	0.90%	-1.10%
Plan fiduciary net position as a percentage of the total pension liability	91.9%	90.2%	103.0%	97.4%	103.0%

**CACHE COUNTY**  
**SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET PENSION LIABILITY (ASSET)**  
**PRIMARY GOVERNMENT**  
**DECEMBER 31, 2016 & 2015**

<b>December 31, 2016</b>	<b>Non- Contributory System</b>	<b>Public Safety System</b>	<b>Firefighters System</b>	<b>Tier 2 Public Employees System</b>	<b>Tier 2 Public Safety and Firefighter</b>
Proportion of the net pension liability (asset)	0.5693184%	3.1333176%	0.6771347%	0.1387795%	1.3847484%
Proportionate share of the net pension liability (asset)	\$ 3,655,723	6,358,367	(5,338)	15,481	(12,020)
Covered employee payroll	\$ 5,050,952	4,541,332	190,261	1,138,108	1,144,109
Proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	72.38%	140.01%	-2.81%	1.36%	-1.05%
Plan fiduciary net position as a percentage of the total pension liability	87.3%	86.5%	100.4%	95.1%	103.6%
<b>December 31, 2015</b>	<b>Non- Contributory System</b>	<b>Public Safety System</b>	<b>Firefighters System</b>	<b>Tier 2 Public Employees System</b>	<b>Tier 2 Public Safety and Firefighter</b>
Proportion of the net pension liability (asset)	0.5540547%	3.3617060%	0.7039769%	0.1057798%	1.6932880%
Proportionate share of the net pension liability (asset)	\$ 3,135,112	5,438,545	(12,750)	(231)	(24,739)
Covered employee payroll	\$ 4,926,247	4,373,454	189,347	683,501	1,007,662
Proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	63.64%	124.35%	-6.73%	-0.03%	-2.46%
Plan fiduciary net position as a percentage of the total pension liability	87.8%	87.1%	101.0%	100.2%	110.7%

**CACHE COUNTY**  
**SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET PENSION LIABILITY (ASSET)**  
**PRIMARY GOVERNMENT**  
**DECEMBER 31, 2014**

<b>December 31, 2014</b>	<b>Non- Contributory System</b>	<b>Contributory System</b>	<b>Public Safety System</b>	<b>Firefighters System</b>	<b>Tier 2 Public Employees System</b>	<b>Tier 2 Public Safety and Firefighter</b>
Proportion of the net pension liability (asset)	0.5416136%	0.1861052%	2.9582971%	0.7023555%	0.0995314%	2.0888465%
Proportionate share of the net pension liability (asset)	\$ 2,351,813	53,681	3,720,304	(40,079)	(3,016)	(30,901)
Covered employee payroll	\$ 4,900,321	99,506	4,373,979	184,544	488,406	862,851
Proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	47.99%	53.95%	85.06%	-21.72%	-0.62%	-3.58%
Plan fiduciary net position as a percentage of the total pension liability	90.2%	94.0%	90.5%	103.5%	103.5%	120.5%

**CACHE COUNTY**  
**SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET PENSION LIABILITY (ASSET)**  
**COMPONENT UNITS**  
**DECEMBER 31, 2022 & 2021**

<b>December 31, 2022</b>	<b>Airport Authority Non- Contributory System</b>	<b>BRHD Non- Contributory System</b>	<b>BRHD Tier 2 Public Employees System</b>
Proportion of the net pension liability (asset)	0.0065515%	0.4495900%	0.1309064%
Proportionate share of the net pension liability (asset)	\$ 11,221	770,034	142,543
Covered employee payroll	\$ 71,861	3,636,776	2,860,032
Proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	15.61%	21.17%	4.98%
Plan fiduciary net position as a percentage of the total pension liability	97.5%	97.5%	92.3%
<b>December 31, 2021</b>	<b>Airport Authority Non- Contributory System</b>	<b>BRHD Non- Contributory System</b>	<b>BRHD Tier 2 Public Employees System</b>
Proportion of the net pension liability (asset)	0.0066899%	0.4651823%	0.1395594%
Proportionate share of the net pension liability (asset)	\$ (38,313)	(2,664,148)	(59,067)
Covered employee payroll	\$ 67,360	3,641,317	2,585,478
Proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	-56.88%	-73.16%	-2.28%
Plan fiduciary net position as a percentage of the total pension liability	108.7%	108.7%	103.8%

**CACHE COUNTY**  
**SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET PENSION LIABILITY (ASSET)**  
**COMPONENT UNITS**  
**DECEMBER 31, 2020 & 2019**

<b>December 31, 2020</b>	<b>Airport Authority Non- Contributory System</b>	<b>BRHD Non- Contributory System</b>	<b>BRHD Tier 2 Public Employees System</b>
Proportion of the net pension liability (asset)	0.0069133%	0.4192055%	0.1155634%
Proportionate share of the net pension liability (asset)	\$ 3,564	215,029	16,621
Covered employee payroll	\$ 65,870	3,394,049	1,847,449
Proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	5.41%	6.34%	0.90%
Plan fiduciary net position as a percentage of the total pension liability	99.2%	99.2%	98.3%
<b>December 31, 2019</b>	<b>Airport Authority Non- Contributory System</b>	<b>BRHD Non- Contributory System</b>	<b>BRHD Tier 2 Public Employees System</b>
Proportion of the net pension liability (asset)	0.0067053%	0.4233143%	0.1244383%
Proportionate share of the net pension liability (asset)	\$ 25,272	1,595,416	27,987
Covered employee payroll	\$ 65,141	3,517,692	1,729,584
Proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	38.80%	45.35%	1.62%
Plan fiduciary net position as a percentage of the total pension liability	93.7%	93.7%	96.5%



**CACHE COUNTY**  
**SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET PENSION LIABILITY (ASSET)**  
**COMPONENT UNITS**  
**DECEMBER 31, 2018 & 2017**

<b>December 31, 2018</b>	<b>Airport Authority Non- Contributory System</b>	<b>BRHD Non- Contributory System</b>	<b>BRHD Tier 2 Public Employees System</b>
Proportion of the net pension liability (asset)	0.0066085%	0.4346791%	0.1312800%
Proportionate share of the net pension liability (asset)	\$ 48,664	3,200,859	56,224
Covered employee payroll	\$ 62,357	3,590,767	1,534,356
Proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	78.04%	89.14%	3.66%
Plan fiduciary net position as a percentage of the total pension liability	87.0%	87.0%	90.8%
<b>December 31, 2017</b>	<b>Airport Authority Non- Contributory System</b>	<b>BRHD Non- Contributory System</b>	<b>BRHD Tier 2 Public Employees System</b>
Proportion of the net pension liability (asset)	0.0065642%	0.4365793%	0.1296282%
Proportionate share of the net pension liability (asset)	\$ 28,761	1,912,785	11,430
Covered employee payroll	\$ 60,711	3,620,735	1,268,888
Proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	47.37%	52.83%	0.90%
Plan fiduciary net position as a percentage of the total pension liability	91.9%	91.9%	97.4%

**CACHE COUNTY**  
**SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET PENSION LIABILITY (ASSET)**  
**COMPONENT UNITS**  
**DECEMBER 31, 2016 & 2015**

<b>December 31, 2016</b>	<b>Airport Authority Non- Contributory System</b>	<b>BRHD Non- Contributory System</b>	<b>BRHD Tier 2 Public Employees System</b>
Proportion of the net pension liability (asset)	0.0064688%	0.4410652%	0.1420163%
Proportionate share of the net pension liability (asset)	\$ 41,536	2,832,178	15,842
Covered employee payroll	\$ 60,711	3,682,885	1,164,649
Proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	68.42%	76.90%	1.36%
Plan fiduciary net position as a percentage of the total pension liability	87.3%	87.3%	95.1%
<b>December 31, 2015</b>	<b>Airport Authority Non- Contributory System</b>	<b>BRHD Non- Contributory System</b>	<b>BRHD Tier 2 Public Employees System</b>
Proportion of the net pension liability (asset)	0.0067123%	0.4373706%	0.1450403%
Proportionate share of the net pension liability (asset)	\$ 37,980	2,474,856	(317)
Covered employee payroll	\$ 59,571	3,574,872	937,262
Proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	63.76%	69.23%	-0.03%
Plan fiduciary net position as a percentage of the total pension liability	87.8%	87.8%	100.2%

**CACHE COUNTY**  
**SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET PENSION LIABILITY (ASSET)**  
**COMPONENT UNITS**  
**DECEMBER 31, 2014**

<b>December 31, 2014</b>	<b>Airport Authority Non- Contributory System</b>	<b>BRHD Non- Contributory System</b>	<b>BRHD Tier 2 Public Employees System</b>
Proportion of the net pension liability (asset)	0.0066698%	0.4216243%	0.1154978%
Proportionate share of the net pension liability (asset)	\$ 28,962	1,830,792	(3,500)
Covered employee payroll	\$ 58,406	3,548,868	566,083
Proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	49.59%	51.59%	-0.62%
Plan fiduciary net position as a percentage of the total pension liability	90.2%	90.2%	103.5%

**CACHE COUNTY**  
**SCHEDULE OF CONTRIBUTIONS**  
**PRIMARY GOVERNMENT**

	Year Ended December 31,	Actuarial Determined Contributions	Contributions in relation to the contractually required contribution	Contribution deficiency (excess)	Covered payroll	Contributions as a percentage of covered employee payroll
Noncontributory System	2015	\$ 845,150	845,150	-	4,923,658	17.17%
	2016	871,876	871,876	-	5,051,275	17.26%
	2017	884,190	884,190	-	4,973,151	17.78%
	2018	874,467	874,467	-	4,895,435	17.86%
	2019	860,344	860,344	-	4,824,938	17.83%
	2020	854,473	854,473	-	4,823,050	17.72%
	2021	833,589	833,589	-	4,589,981	18.16%
	2022	924,229	924,229	-	5,145,983	17.96%
	2023	790,680	790,680	-	4,551,693	17.37%
Public Safety System	2015	\$ 1,426,875	1,426,875	-	4,373,495	32.63%
	2016	1,480,551	1,480,551	-	4,546,531	32.56%
	2017	1,404,123	1,404,123	-	4,251,364	33.03%
	2018	1,357,288	1,357,288	-	4,078,388	33.28%
	2019	1,328,211	1,328,211	-	3,986,954	33.31%
	2020	1,258,316	1,258,316	-	3,787,453	33.22%
	2021	1,214,592	1,214,592	-	3,658,179	33.20%
	2022	1,381,408	1,381,408	-	4,161,978	33.19%
	2023	1,330,400	1,330,400	-	3,999,921	33.26%
Firefighters System	2015	\$ 7,395	7,395	-	189,347	3.91%
	2016	7,493	7,493	-	190,261	3.94%
	2017	8,006	8,006	-	204,757	3.91%
	2018	9,068	9,068	-	212,272	4.27%
	2019	10,304	10,304	-	223,503	4.61%
	2020	12,061	12,061	-	261,620	4.61%
	2021	18,786	18,786	-	407,508	4.61%
	2022	20,925	20,925	-	514,778	4.06%
	2023	17,348	17,348	-	480,556	3.61%
Tier 2 Public Employees System*	2015	\$ 102,582	102,582	-	687,415	14.92%
	2016	170,645	170,645	-	1,144,504	14.91%
	2017	177,343	177,343	-	1,180,649	15.02%
	2018	264,218	264,218	-	1,723,442	15.33%
	2019	325,900	325,900	-	2,095,756	15.55%
	2020	419,699	419,699	-	2,672,413	15.70%
	2021	522,541	522,541	-	3,289,591	15.88%
	2022	806,899	806,899	-	5,035,051	16.03%
	2023	938,094	938,094	-	5,857,656	16.01%
Tier 2 Public Safety and Firefighter System*	2015	\$ 226,841	226,841	-	1,007,003	22.53%
	2016	258,588	258,588	-	1,149,282	22.50%
	2017	293,824	293,824	-	1,303,742	22.54%
	2018	367,403	367,403	-	1,608,261	22.84%
	2019	489,962	489,962	-	2,177,870	22.50%
	2020	569,027	569,027	-	2,374,338	23.97%
	2021	725,084	725,084	-	2,894,948	25.05%
	2022	961,517	961,517	-	3,896,661	24.68%
	2023	1,102,303	1,102,303	-	4,477,242	24.62%
Tier 2 Public Employees DC Only System*	2015	\$ 21,401	21,401	-	318,150	6.73%
	2016	24,956	24,956	-	371,876	6.71%
	2017	39,075	39,075	-	582,535	6.71%
	2018	44,508	44,508	-	662,438	6.72%
	2019	46,148	46,148	-	687,834	6.71%
	2020	58,055	58,055	-	865,410	6.71%
	2021	78,136	78,136	-	1,166,212	6.70%
	2022	96,690	96,690	-	1,422,520	6.80%
	2023	115,648	115,648	-	1,732,892	6.67%
Tier 2 Public Safety and Firefighter DC Only System*	2015	\$ 17,205	17,205	-	145,434	11.83%
	2016	21,163	21,163	-	178,892	11.83%
	2017	31,490	31,490	-	266,188	11.83%
	2018	43,119	43,119	-	364,464	11.83%
	2019	52,532	52,532	-	444,091	11.83%
	2020	56,203	56,203	-	533,493	10.53%
	2021	70,774	70,774	-	696,016	10.17%
	2022	100,047	100,047	-	972,988	10.28%
	2023	101,941	101,941	-	988,248	10.32%

\*Contributions in tier 2 include an amortization rate to help fund the unfunded liabilities in the Tier 1 system. Tier 2 systems were created effective July 1, 2011.

**CACHE COUNTY  
SCHEDULE OF CONTRIBUTIONS  
COMPONENT UNITS**

	Year Ended December 31,	Actuarial Determined Contributions	Contributions in relation to the contractually required contribution	Contribution deficiency (excess)	Covered payroll	Contributions as a percentage of covered employee payroll
Airport Authority Noncontributory System - 2015-2022	2015	\$ 11,043	11,043	-	59,571	18.54%
Airport AuthorityTier 2 Public Employees DC Only System*	2016	11,043	11,043	-	59,571	18.54%
	2017	11,253	11,253	-	60,711	18.54%
	2018	11,567	11,567	-	62,357	18.55%
	2019	12,081	12,081	-	65,141	18.55%
	2020	12,694	12,694	-	65,870	19.27%
	2021	12,587	12,587	-	67,360	18.69%
	2022	12,915	12,915	-	71,861	17.97%
	2023	4,373	4,373	-	67,670	6.46%
BRHD Noncontributory System	2015	\$ 646,863	646,863	-	3,574,872	18.09%
	2016	665,719	665,719	-	3,682,885	18.08%
	2017	653,679	653,679	-	3,620,735	18.05%
	2018	647,421	647,421	-	3,590,767	18.03%
	2019	635,803	635,803	-	3,517,692	18.07%
	2020	626,881	626,881	-	3,394,049	18.47%
	2021	672,551	672,551	-	3,641,317	18.47%
	2022	661,641	661,641	-	3,636,776	18.19%
	2023	657,253	657,253	-	3,657,503	17.97%
BRHD Tier 2 Public Employees System*	2015	\$ 139,860	139,860	-	937,262	14.92%
	2016	173,649	173,649	-	1,164,649	14.91%
	2017	190,526	190,526	-	1,268,888	15.02%
	2018	235,173	235,173	-	1,534,358	15.33%
	2019	269,845	269,845	-	1,729,584	15.60%
	2020	290,906	290,906	-	1,849,030	15.73%
	2021	413,688	413,688	-	2,592,036	15.96%
	2022	459,528	459,528	-	2,864,820	16.04%
	2023	358,158	358,158	-	2,237,096	16.01%
BRHD Tier 2 Public Employees DC Only System*	2015	\$ 10,900	10,900	-	162,546	6.71%
	2016	10,374	10,374	-	155,070	6.69%
	2017	11,005	11,005	-	164,493	6.69%
	2018	12,135	12,135	-	181,380	6.69%
	2019	12,709	12,709	-	189,962	6.69%
	2020	20,885	20,885	-	312,180	6.69%
	2021	31,733	31,733	-	474,338	6.69%
	2022	42,877	42,877	-	672,125	6.38%
	2023	61,338	61,338	-	990,928	6.19%

\*Contributions in tier 2 include an amortization rate to help fund the unfunded liabilities in the Tier 1 system. Tier 2 systems were created effective July 1, 2011.

**NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION**

YEAR ENDED DECEMBER 31, 2023

**NOTE 1 – BUDGETS AND BUDGETARY ACCOUNTING**

The County is required by state statute and the Uniform Fiscal Procedures Act for Utah Counties to adopt annual budgets for its governmental funds on or before December 15, for the succeeding fiscal year beginning January 1. This budget is shown as the original budget on the budgetary comparison schedules. Final budgets include the original budget amounts plus any amendments made to the budget during the year by the County Council through formal resolution.

The budgets for the County's funds are adopted on a basis consistent with generally accepted accounting principles (GAAP). All annual appropriations lapse at year end. Project-length financial plans have been adopted for the Capital Projects Fund.

The County complies with the following procedures in establishing the budgetary data reflected in the financial statements:

1. On or before November 1, the County Executive prepares a tentative budget for the next budget year, with the assistance of the County Finance Director.
2. A public hearing is then held on the adoption of the budget.
3. After the public hearing the County Council makes final adjustments to the tentative budget.
4. On or before December 15, the County Council adopts the budget by resolution.
5. Department heads may transfer unexpended budgeted amounts within their departments with approval of the County Council.
6. The County Council may transfer unexpended budgeted amounts from one department to another in the same fund by resolution.
7. Budget appropriations may be increased only after a public hearing has been held and followed by resolution of the County Council.

**NOTE 2 – BUDGETED FUND BALANCE**

Each fund had a balanced budget in accordance with state law. As allowed by state law, the County Council has authorized the use of unassigned fund balances to provide the necessary resources to balance each fund's budget.

**NOTE 3 – ENCUMBRANCES**

The County uses encumbrances during the year to recognize the use of appropriations. The County's policy is for all appropriations to lapse at year end. Therefore, there are no encumbrances at year end.

**NOTE 4 – SCHEDULE OF CONTRIBUTIONS**

Generally accepted accounting standards require the presentation of 10 years of this required supplementary information. Transition provisions in the initial adoption of the accounting standard indicate that information should be presented for as many years as are available. The County determined that it is not practicable to provide information prior to 2014.

**NOTE 5 – CHANGE IN ASSUMPTIONS**

No changes were made in actuarial assumptions from the prior year's valuation.

## **SUPPLEMENTARY INFORMATION**

**CACHE COUNTY**  
**COMBINING BALANCE SHEET**  
**NONMAJOR GOVERNMENTAL FUNDS**  
AS OF DECEMBER 31, 2023

	Special Revenue										Total Nonmajor Governmental Funds
	CCCF	CDRA	Health	Visitor's Bureau	Council on Aging	Restaurant Tax	Children's Justice Center	RAPZ Tax	RSSD	Debt Service	
<b>ASSETS</b>											
Cash and cash equivalents	\$ 24,887	\$ 202,643	\$ 258,733	\$ 125	\$ 200	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ 486,688
Equity in investment pool	-	-	487,401	1,342,149	258,350	3,525,521	119,263	4,100,584	191,406	-	10,024,674
Taxes receivable	-	-	23,400	185,073	-	412,001	-	487,199	-	-	1,107,673
Due from other governments	-	-	-	-	185,332	-	76,510	-	-	-	261,842
Restricted cash and investments	-	-	-	-	-	-	-	-	-	692,474	692,474
Other assets	-	-	-	14,511	-	-	-	-	-	-	14,511
Total assets	<u>\$ 24,887</u>	<u>\$ 202,643</u>	<u>\$ 769,534</u>	<u>\$ 1,541,858</u>	<u>\$ 443,882</u>	<u>\$ 3,937,522</u>	<u>\$ 195,873</u>	<u>\$ 4,587,783</u>	<u>\$ 191,406</u>	<u>\$ 692,474</u>	<u>\$ 12,587,862</u>
<b>LIABILITIES</b>											
Interfund payable - investment pool	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 121,255	\$ 121,255
Accounts payable and accrued liabilities	-	194,537	-	153,356	86,741	22,866	10,926	44,568	-	-	512,994
Unearned revenues	-	-	-	10,008	-	-	-	-	-	-	10,008
Total liabilities	<u>-</u>	<u>194,537</u>	<u>-</u>	<u>163,364</u>	<u>86,741</u>	<u>22,866</u>	<u>10,926</u>	<u>44,568</u>	<u>-</u>	<u>121,255</u>	<u>644,257</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>											
Delinquent property taxes	-	-	12,300	-	-	-	-	-	-	-	12,300
Total deferred inflows of resources	<u>-</u>	<u>-</u>	<u>12,300</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>12,300</u>
<b>FUND BALANCE</b>											
Nonspendable	-	-	-	14,511	-	-	-	-	-	-	14,511
Restricted for:											
Air pollution control	-	-	599,286	-	-	-	-	-	-	-	599,286
Health services	-	-	157,948	-	-	-	-	-	-	-	157,948
Streets and public improvements	-	-	-	-	-	-	-	-	191,406	-	191,406
Parks and recreation	-	-	-	1,363,983	-	3,914,656	-	4,543,215	-	-	9,821,854
Debt service	-	-	-	-	-	-	-	-	-	571,219	571,219
Other purposes	24,887	8,106	-	-	-	-	184,947	-	-	-	217,940
Assigned to:											
Health and welfare	-	-	-	-	357,141	-	-	-	-	-	357,141
Unassigned	-	-	-	-	-	-	-	-	-	-	-
Total fund balances	<u>24,887</u>	<u>8,106</u>	<u>757,234</u>	<u>1,378,494</u>	<u>357,141</u>	<u>3,914,656</u>	<u>184,947</u>	<u>4,543,215</u>	<u>191,406</u>	<u>571,219</u>	<u>11,931,305</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 24,887</u>	<u>\$ 202,643</u>	<u>\$ 769,534</u>	<u>\$ 1,541,858</u>	<u>\$ 443,882</u>	<u>\$ 3,937,522</u>	<u>\$ 195,873</u>	<u>\$ 4,587,783</u>	<u>\$ 191,406</u>	<u>\$ 692,474</u>	<u>\$ 12,587,862</u>



**CACHE COUNTY**  
**COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**  
**NONMAJOR GOVERNMENTAL FUNDS**  
**YEAR ENDED DECEMBER 31, 2023**

	Special Revenue									Total Nonmajor Governmental Funds
	CCCF	CDRA	Health	Visitor's Bureau	Council on Aging	Restaurant Tax	Children's Justice Center	RAPZ Tax	RSSD	Debt Service
<b>REVENUES</b>										
Taxes:										
Property	\$ -	\$ 34,304	\$ 1,084,959	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sales and use	-	-	-	1,383,966	-	2,387,135	-	2,751,092	-	-
	-	34,304	1,084,959	1,383,966	-	2,387,135	-	2,751,092	-	-
Other revenues:										
Intergovernmental	-	168,339	-	33,504	473,120	-	298,741	-	146,930	-
Charges for services	-	-	338,338	38,231	86,099	-	-	-	-	-
Interest income	1,445	-	-	-	-	-	-	-	-	45,348
Public contributions	31,364	-	-	-	4,628	-	-	-	-	-
Miscellaneous revenues	-	-	-	-	1,248	-	-	-	12,220	-
Total revenues	32,809	202,643	1,423,297	1,455,701	565,095	2,387,135	298,741	2,751,092	159,150	45,348
<b>EXPENDITURES</b>										
General government	410	194,537	7,607	-	-	-	-	-	-	-
Public safety	-	-	-	-	-	-	453,475	-	-	-
Health and welfare	-	-	1,511,516	-	1,206,701	-	-	-	-	-
Culture and recreation	-	-	-	1,000,345	-	921,579	-	2,076,862	-	-
Debt service principal	-	-	-	-	-	-	-	-	-	1,398,954
Debt service interest	-	-	-	-	-	-	-	-	-	408,268
Total expenditures	410	194,537	1,519,123	1,000,345	1,206,701	921,579	453,475	2,076,862	-	1,807,222
Revenues over (under) expenditures	32,399	8,106	(95,826)	455,356	(641,606)	1,465,556	(154,734)	674,230	159,150	(1,761,874)
<b>OTHER FINANCING SOURCES (USES)</b>										
Proceeds from sale of capital assets	-	-	-	-	69,962	-	-	-	-	-
Transfers in	-	-	-	-	747,151	-	10,000	-	-	1,879,900
Transfers out	(22,526)	(8,210)	-	(265,900)	-	(600,272)	-	(207,305)	(121,000)	-
Total other financing sources (uses)	(22,526)	(8,210)	-	(265,900)	817,113	(600,272)	10,000	(207,305)	(121,000)	1,879,900
Net change in fund balances	9,873	(104)	(95,826)	189,456	175,507	865,284	(144,734)	466,925	38,150	118,026
Fund balances - January 1	15,014	8,210	853,060	1,189,038	181,634	3,049,372	329,681	4,076,290	153,256	453,193
Fund balances - December 31	\$ 24,887	\$ 8,106	\$ 757,234	\$ 1,378,494	\$ 357,141	\$ 3,914,656	\$ 184,947	\$ 4,543,215	\$ 191,406	\$ 571,219

**CACHE COUNTY**  
**BUDGETARY COMPARISON SCHEDULE**  
**CCCF FUND**  
**YEAR ENDED DECEMBER 31, 2023**

	<u>Budget Amounts</u>			<b>Variance With</b>
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	<u>Final Budget</u>
<b>REVENUES</b>				
Other revenues:				
Interest income	\$ 100	\$ 100	\$ 1,445	\$ 1,345
Public contributions	<u>50,000</u>	<u>23,000</u>	<u>31,364</u>	<u>8,364</u>
Total revenues	<u>50,100</u>	<u>23,100</u>	<u>32,809</u>	<u>9,709</u>
 <b>EXPENDITURES</b>				
General government:				
General and administrative	<u>1,100</u>	<u>1,100</u>	<u>410</u>	<u>690</u>
Total expenditures	<u>1,100</u>	<u>1,100</u>	<u>410</u>	<u>690</u>
 Revenues over expenditures	<u>49,000</u>	<u>22,000</u>	<u>32,399</u>	<u>10,399</u>
 <b>OTHER FINANCING USES</b>				
Transfers out:				
General fund	(50,000)	(23,000)	(22,526)	474
Municipal services fund	-	-	-	-
Council on aging fund	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total transfers out	<u>(50,000)</u>	<u>(23,000)</u>	<u>(22,526)</u>	<u>474</u>
Total other financing uses	<u>(50,000)</u>	<u>(23,000)</u>	<u>(22,526)</u>	<u>474</u>
Net change in fund balances	(1,000)	(1,000)	9,873	10,873
Fund balances - January 1	<u>15,014</u>	<u>15,014</u>	<u>15,014</u>	<u>-</u>
Fund balances - December 31	<u>\$ 14,014</u>	<u>\$ 14,014</u>	<u>\$ 24,887</u>	<u>\$ 10,873</u>

**CACHE COUNTY**  
**BUDGETARY COMPARISON SCHEDULE**  
**CDRA FUND**  
**YEAR ENDED DECEMBER 31, 2023**

	<u>Budget Amounts</u>		<u>Actual</u>	<u>Variance With Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<b>REVENUES</b>				
Taxes:				
Property	\$ 70,000	\$ 70,000	\$ 34,304	\$ (35,696)
Other revenues:				
Intergovernmental	<u>266,000</u>	<u>266,000</u>	<u>168,339</u>	<u>(97,661)</u>
Total revenues	<u>336,000</u>	<u>336,000</u>	<u>202,643</u>	<u>(133,357)</u>
<b>EXPENDITURES</b>				
General government:				
Cache County Redevelopment Agency	<u>322,600</u>	<u>322,600</u>	<u>194,537</u>	<u>128,063</u>
Total expenditures	<u>322,600</u>	<u>322,600</u>	<u>194,537</u>	<u>128,063</u>
Revenues over expenditures	<u>13,400</u>	<u>13,400</u>	<u>8,106</u>	<u>(5,294)</u>
<b>OTHER FINANCING USES</b>				
Transfers out:				
General fund	<u>(13,400)</u>	<u>(13,400)</u>	<u>(8,210)</u>	<u>5,190</u>
Total transfers out	<u>(13,400)</u>	<u>(13,400)</u>	<u>(8,210)</u>	<u>5,190</u>
Total other financing uses	<u>(13,400)</u>	<u>(13,400)</u>	<u>(8,210)</u>	<u>5,190</u>
Net change in fund balances	<u>-</u>	<u>-</u>	<u>(104)</u>	<u>(104)</u>
Fund balances - January 1	<u>8,210</u>	<u>8,210</u>	<u>8,210</u>	<u>-</u>
Fund balances - December 31	<u>\$ 8,210</u>	<u>\$ 8,210</u>	<u>\$ 8,106</u>	<u>\$ (104)</u>

**CACHE COUNTY**  
**BUDGETARY COMPARISON SCHEDULE**  
**HEALTH FUND**  
**YEAR ENDED DECEMBER 31, 2023**

	<u>Budget Amounts</u>			<b>Variance With</b>
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	<u>Final Budget</u>
<b>REVENUES</b>				
Taxes:				
Property	\$ 1,083,000	\$ 1,088,000	\$ 1,084,959	\$ (3,041)
Other revenues:				
Charges for services	<u>305,000</u>	<u>305,000</u>	<u>338,338</u>	<u>33,338</u>
Total revenues	<u>1,388,000</u>	<u>1,393,000</u>	<u>1,423,297</u>	<u>30,297</u>
<b>EXPENDITURES</b>				
General government:				
Contributions to other units	<u>50,000</u>	<u>50,000</u>	<u>7,607</u>	<u>42,393</u>
	50,000	50,000	7,607	42,393
Health and welfare:				
Air pollution control	305,000	305,000	305,000	-
Bear River Health Department	<u>1,206,700</u>	<u>1,206,700</u>	<u>1,206,516</u>	<u>184</u>
	<u>1,511,700</u>	<u>1,511,700</u>	<u>1,511,516</u>	<u>184</u>
Total expenditures	<u>1,561,700</u>	<u>1,561,700</u>	<u>1,519,123</u>	<u>42,577</u>
Revenues under expenditures	<u>(173,700)</u>	<u>(168,700)</u>	<u>(95,826)</u>	<u>72,874</u>
Net change in fund balances	(173,700)	(168,700)	(95,826)	72,874
Fund balances - January 1	<u>853,060</u>	<u>853,060</u>	<u>853,060</u>	<u>-</u>
Fund balances - December 31	<u>\$ 679,360</u>	<u>\$ 684,360</u>	<u>\$ 757,234</u>	<u>\$ 72,874</u>

**CACHE COUNTY**  
**BUDGETARY COMPARISON SCHEDULE**  
**VISITOR'S BUREAU FUND**  
**YEAR ENDED DECEMBER 31, 2023**

	<u>Budget Amounts</u>			
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	<u>Variance With Final Budget</u>
<b>REVENUES</b>				
Taxes:				
Sales and use	\$ 1,400,000	\$ 1,400,000	\$ 1,383,966	\$ (16,034)
Other revenues:				
Intergovernmental	-	13,800	33,504	19,704
Charges for services	36,000	36,000	38,231	2,231
Public contributions	4,200	4,200	-	(4,200)
Miscellaneous revenues	-	-	-	-
Total revenues	<u>1,440,200</u>	<u>1,454,000</u>	<u>1,455,701</u>	<u>1,701</u>
<b>EXPENDITURES</b>				
Culture and recreation:				
Cache Valley Visitor's Bureau	<u>1,037,100</u>	<u>1,085,500</u>	<u>1,000,345</u>	<u>85,155</u>
Total expenditures	<u>1,037,100</u>	<u>1,085,500</u>	<u>1,000,345</u>	<u>85,155</u>
Revenues over expenditures	<u>403,100</u>	<u>368,500</u>	<u>455,356</u>	<u>86,856</u>
<b>OTHER FINANCING USES</b>				
Transfers out:				
General fund	-	(5,000)	(5,000)	-
Debt service fund	<u>(260,900)</u>	<u>(260,900)</u>	<u>(260,900)</u>	<u>-</u>
Total transfers out	<u>(260,900)</u>	<u>(265,900)</u>	<u>(265,900)</u>	<u>-</u>
Total other financing uses	<u>(260,900)</u>	<u>(265,900)</u>	<u>(265,900)</u>	<u>-</u>
Net change in fund balances	142,200	102,600	189,456	86,856
Fund balances - January 1	<u>1,189,038</u>	<u>1,189,038</u>	<u>1,189,038</u>	<u>-</u>
Fund balances - December 31	<u>\$ 1,331,238</u>	<u>\$ 1,291,638</u>	<u>\$ 1,378,494</u>	<u>\$ 86,856</u>

**CACHE COUNTY**  
**BUDGETARY COMPARISON SCHEDULE**  
**COUNCIL ON AGING FUND**  
**YEAR ENDED DECEMBER 31, 2023**

	<u>Budget Amounts</u>			<u>Variance With</u>
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	<u>Final Budget</u>
<b>REVENUES</b>				
Other revenues:				
Intergovernmental	\$ 454,900	\$ 473,900	\$ 473,120	\$ (780)
Charges for services	91,400	91,400	86,099	(5,301)
Public contributions	-	-	4,628	4,628
Miscellaneous revenues	2,000	2,000	1,248	(752)
Total revenues	<u>548,300</u>	<u>567,300</u>	<u>565,095</u>	<u>(2,205)</u>
<b>EXPENDITURES</b>				
Health and welfare:				
Nutrition	745,100	803,800	728,626	75,174
Senior center	411,700	569,300	291,177	278,123
Access	180,200	186,800	186,898	(98)
Total expenditures	<u>1,337,000</u>	<u>1,559,900</u>	<u>1,206,701</u>	<u>353,199</u>
Revenues under expenditures	<u>(788,700)</u>	<u>(992,600)</u>	<u>(641,606)</u>	<u>350,994</u>
<b>OTHER FINANCING SOURCES</b>				
Proceeds from sale of capital assets	-	69,900	69,962	62
Transfers in:				
General fund	700,300	809,600	747,151	(62,449)
Total transfers in	<u>700,300</u>	<u>809,600</u>	<u>747,151</u>	<u>(62,449)</u>
Total other financing sources	<u>700,300</u>	<u>879,500</u>	<u>817,113</u>	<u>(62,387)</u>
Net change in fund balances	(88,400)	(113,100)	175,507	288,607
Fund balances - January 1	181,634	181,634	181,634	-
Fund balances - December 31	<u>\$ 93,234</u>	<u>\$ 68,534</u>	<u>\$ 357,141</u>	<u>\$ 288,607</u>

**CACHE COUNTY**  
**BUDGETARY COMPARISON SCHEDULE**  
**RESTAURANT TAX FUND**  
**YEAR ENDED DECEMBER 31, 2023**

	<u>Budget Amounts</u>			
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	<u>Variance With Final Budget</u>
<b>REVENUES</b>				
Taxes:				
Sales and use	\$ 2,453,000	\$ 2,453,000	\$ 2,387,135	\$ (65,865)
Total revenues	<u>2,453,000</u>	<u>2,453,000</u>	<u>2,387,135</u>	<u>(65,865)</u>
<b>EXPENDITURES</b>				
Culture and recreation:				
Recreation and tourism promotion	<u>2,453,000</u>	<u>2,452,200</u>	<u>921,579</u>	<u>1,530,621</u>
Total expenditures	<u>2,453,000</u>	<u>2,452,200</u>	<u>921,579</u>	<u>1,530,621</u>
Revenues over expenditures	<u>-</u>	<u>800</u>	<u>1,465,556</u>	<u>1,464,756</u>
<b>OTHER FINANCING USES</b>				
Transfers out:				
General fund	-	(546,000)	(545,772)	228
Municipal services fund	<u>-</u>	<u>(54,500)</u>	<u>(54,500)</u>	<u>-</u>
Total transfers out	<u>-</u>	<u>(600,500)</u>	<u>(600,272)</u>	<u>228</u>
Total other financing uses	<u>-</u>	<u>(600,500)</u>	<u>(600,272)</u>	<u>228</u>
Net change in fund balances	-	(599,700)	865,284	1,464,984
Fund balances - January 1	<u>3,049,372</u>	<u>3,049,372</u>	<u>3,049,372</u>	<u>-</u>
Fund balances - December 31	<u>\$ 3,049,372</u>	<u>\$ 2,449,672</u>	<u>\$ 3,914,656</u>	<u>\$ 1,464,984</u>

**CACHE COUNTY**  
**BUDGETARY COMPARISON SCHEDULE**  
**CHILDREN'S JUSTICE CENTER FUND**  
**YEAR ENDED DECEMBER 31, 2023**

	<u>Budget Amounts</u>			
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	<u>Variance With Final Budget</u>
<b>REVENUES</b>				
Other revenues:				
Intergovernmental	\$ 316,800	\$ 282,700	\$ 298,741	\$ 16,041
Miscellaneous revenue	75,000	-	-	-
Total revenues	<u>391,800</u>	<u>282,700</u>	<u>298,741</u>	<u>16,041</u>
<b>EXPENDITURES</b>				
Public safety:				
Children's services	<u>469,800</u>	<u>577,100</u>	<u>453,475</u>	<u>123,625</u>
Total expenditures	<u>469,800</u>	<u>577,100</u>	<u>453,475</u>	<u>123,625</u>
Revenues under expenditures	<u>(78,000)</u>	<u>(294,400)</u>	<u>(154,734)</u>	<u>139,666</u>
<b>OTHER FINANCING SOURCES</b>				
Transfers in:				
General fund	<u>-</u>	<u>10,000</u>	<u>10,000</u>	<u>-</u>
Total transfers in	<u>-</u>	<u>10,000</u>	<u>10,000</u>	<u>-</u>
Total other financing sources	<u>-</u>	<u>10,000</u>	<u>10,000</u>	<u>-</u>
Net change in fund balances	(78,000)	(284,400)	(144,734)	139,666
Fund balances - January 1	<u>329,681</u>	<u>329,681</u>	<u>329,681</u>	<u>-</u>
Fund balances - December 31	<u>\$ 251,681</u>	<u>\$ 45,281</u>	<u>\$ 184,947</u>	<u>\$ 139,666</u>



**CACHE COUNTY**  
**BUDGETARY COMPARISON SCHEDULE**  
**RAPZ TAX FUND**  
**YEAR ENDED DECEMBER 31, 2023**

	<u>Budget Amounts</u>			
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	<u>Variance With Final Budget</u>
<b>REVENUES</b>				
Taxes:				
Sales and use	\$ 3,158,000	\$ 3,158,000	\$ 2,751,092	\$ (406,908)
Total revenues	<u>3,158,000</u>	<u>3,158,000</u>	<u>2,751,092</u>	<u>(406,908)</u>
<b>EXPENDITURES</b>				
Culture and recreation:				
Programs and projects	<u>3,060,600</u>	<u>4,164,900</u>	<u>2,076,862</u>	<u>2,088,038</u>
Total expenditures	<u>3,060,600</u>	<u>4,164,900</u>	<u>2,076,862</u>	<u>2,088,038</u>
Revenues over (under) expenditures	<u>97,400</u>	<u>(1,006,900)</u>	<u>674,230</u>	<u>1,681,130</u>
<b>OTHER FINANCING USES</b>				
Transfers out:				
General fund	(47,400)	(47,400)	(40,920)	6,480
Municipal services fund	<u>(50,000)</u>	<u>(166,400)</u>	<u>(166,385)</u>	<u>15</u>
Total transfers out	<u>(97,400)</u>	<u>(213,800)</u>	<u>(207,305)</u>	<u>6,495</u>
Total other financing uses	<u>(97,400)</u>	<u>(213,800)</u>	<u>(207,305)</u>	<u>6,495</u>
Net change in fund balances	-	(1,220,700)	466,925	1,687,625
Fund balances - January 1	<u>4,076,290</u>	<u>4,076,290</u>	<u>4,076,290</u>	<u>-</u>
Fund balances - December 31	<u>\$ 4,076,290</u>	<u>\$ 2,855,590</u>	<u>\$ 4,543,215</u>	<u>\$ 1,687,625</u>

**CACHE COUNTY**  
**BUDGETARY COMPARISON SCHEDULE**  
**RSSD FUND**  
**YEAR ENDED DECEMBER 31, 2023**

	<u>Budget Amounts</u>			<b>Variance With</b>
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	<u>Final Budget</u>
<b>REVENUES</b>				
Other revenues:				
Intergovernmental	\$ 120,000	\$ 120,000	\$ 146,930	\$ 26,930
Miscellaneous income	1,000	1,000	12,220	11,220
Total revenues	<u>121,000</u>	<u>121,000</u>	<u>159,150</u>	<u>38,150</u>
 <b>EXPENDITURES</b>				
Streets and public improvements:				
Road projects	-	-	-	-
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
 Revenues over expenditures	<u>121,000</u>	<u>121,000</u>	<u>159,150</u>	<u>38,150</u>
 <b>OTHER FINANCING USES</b>				
Transfers out:				
General fund	(1,000)	(1,000)	(1,000)	-
Municipal services fund	<u>(120,000)</u>	<u>(120,000)</u>	<u>(120,000)</u>	-
Total transfers out	<u>(121,000)</u>	<u>(121,000)</u>	<u>(121,000)</u>	-
Total other financing uses	<u>(121,000)</u>	<u>(121,000)</u>	<u>(121,000)</u>	-
Net change in fund balances	-	-	38,150	38,150
Fund balances - January 1	<u>153,256</u>	<u>153,256</u>	<u>153,256</u>	-
Fund balances - December 31	<u>\$ 153,256</u>	<u>\$ 153,256</u>	<u>\$ 191,406</u>	<u>\$ 38,150</u>

**CACHE COUNTY**  
**BUDGETARY COMPARISON SCHEDULE**  
**DEBT SERVICE FUND**  
**YEAR ENDED DECEMBER 31, 2023**

	<u>Budget Amounts</u>			<b>Variance With</b>
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	<u>Final Budget</u>
<b>REVENUES</b>				
Other revenues:				
Interest income	\$ -	\$ -	\$ 45,348	\$ 45,348
Total revenues	-	-	45,348	45,348
<b>EXPENDITURES</b>				
Debt service:				
Principal	1,485,000	1,485,000	1,398,954	86,046
Interest	394,900	394,900	408,268	(13,368)
Total expenditures	1,879,900	1,879,900	1,807,222	72,678
Revenues under expenditures	(1,879,900)	(1,879,900)	(1,761,874)	118,026
<b>OTHER FINANCING SOURCES</b>				
Transfers in:				
General fund	817,200	817,200	817,200	-
Municipal services fund	801,800	801,800	801,800	-
Visitor's bureau fund	260,900	260,900	260,900	-
Total transfers in	1,879,900	1,879,900	1,879,900	-
Total other financing sources	1,879,900	1,879,900	1,879,900	-
Net change in fund balances	-	-	118,026	118,026
Fund balances - January 1	453,193	453,193	453,193	-
Fund balances - December 31	\$ 453,193	\$ 453,193	\$ 571,219	\$ 118,026

**CACHE COUNTY**  
**COMBINING STATEMENT OF FIDUCIARY NET POSITION**  
**CUSTODIAL FUNDS**  
**AS OF DECEMBER 31, 2023**

	Fee Trust Fund	Health Department 125 Plan	Treasurer's Tax Fund	Total Custodial Funds
<b>ASSETS</b>				
Cash and cash equivalents	\$ -	\$ 6,905	\$ 25,618,025	\$ 25,624,930
Equity in investment pool	880,675	-	-	880,675
Receivables	<u>-</u>	<u>859</u>	<u>1,267,116</u>	<u>1,267,975</u>
Total assets	<u>880,675</u>	<u>7,764</u>	<u>26,885,141</u>	<u>27,773,580</u>
<b>LIABILITIES</b>				
Due to other taxing units	-	-	26,704,384	26,704,384
Other payables	<u>880,675</u>	<u>1,248</u>	<u>180,757</u>	<u>1,062,680</u>
Total liabilities	<u>880,675</u>	<u>1,248</u>	<u>26,885,141</u>	<u>27,767,064</u>
<b>NET POSITION</b>				
Restricted for:				
Pool participants	<u>-</u>	<u>6,516</u>	<u>-</u>	<u>6,516</u>
Total net position	<u><u>\$ -</u></u>	<u><u>\$ 6,516</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 6,516</u></u>

**CACHE COUNTY**  
**COMBINING STATEMENT OF CHANGES IN FIDUCIARY NET POSITION**  
**CUSTODIAL FUNDS**  
**YEAR ENDED DECEMBER 31, 2023**

	<b>Fee Trust Fund</b>	<b>Health Department 125 Plan</b>	<b>Treasurer's Tax Fund</b>	<b>Total Custodial Funds</b>
<b>ADDITIONS</b>				
Contributions - participants	\$ 1,753,740	\$ 4,576	\$ -	\$ 1,758,316
Tax collections for other governments	-	-	110,282,045	110,282,045
Interest income	-	20	835,147	835,167
Total additions	<u>1,753,740</u>	<u>4,596</u>	<u>111,117,192</u>	<u>112,875,528</u>
<b>DEDUCTIONS</b>				
Distributions - participants	1,753,740	5,133	-	1,758,873
Tax distributions to other governments	-	-	111,117,192	111,117,192
Total deductions	<u>1,753,740</u>	<u>5,133</u>	<u>111,117,192</u>	<u>112,876,065</u>
Changes in net position	-	(537)	-	(537)
Net Position - January 1	<u>-</u>	<u>7,053</u>	<u>-</u>	<u>7,053</u>
Net position - December 31	<u><u>\$ -</u></u>	<u><u>\$ 6,516</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 6,516</u></u>

## **COMPONENT UNITS**

**CACHE COUNTY**  
**COMBINING STATEMENT OF NET POSITION**  
**NORTH PARK INTERLOCAL COOPERATIVE**  
**AS OF DECEMBER 31, 2023**

	<b>North Park Interlocal Cooperative</b>	<b>Bridgerland Community Ice Arena</b>	<b>Total</b>
<b>ASSETS</b>			
Cash and cash equivalents	\$ 156	\$ 1,027,832	\$ 1,027,988
Accounts receivable, net	-	18,200	18,200
Investments	-	1,489,301	1,489,301
Inventory	-	7,787	7,787
Other assets	-	2,733	2,733
Capital assets:			
Buildings, improvements and equipment	4,516,695	589,086	5,105,781
Accumulated depreciation	<u>(2,344,100)</u>	<u>(484,355)</u>	<u>(2,828,455)</u>
Total assets	<u>2,172,751</u>	<u>2,650,584</u>	<u>4,823,335</u>
<b>LIABILITIES</b>			
Accounts payable and accrued liabilities	<u>-</u>	<u>35,759</u>	<u>35,759</u>
Total liabilities	<u>-</u>	<u>35,759</u>	<u>35,759</u>
<b>NET POSITION</b>			
Net investment in capital assets	2,172,595	104,731	2,277,326
Restricted for:			
Other purposes	-	132,829	132,829
Unrestricted	<u>156</u>	<u>2,345,789</u>	<u>2,345,945</u>
Total net position	<u>\$ 2,172,751</u>	<u>\$ 2,614,825</u>	<u>\$ 4,787,576</u>

**CACHE COUNTY**  
**COMBINING STATEMENT OF ACTIVITIES**  
**NORTH PARK INTERLOCAL COOPERATIVE**  
**YEAR ENDED DECEMBER 31, 2023**

	<u>North Park Interlocal Cooperative</u>	<u>Bridgerland Community Ice Arena</u>	<u>Total</u>
<b>Expenses</b>	\$ 114,633	\$ 1,064,794	\$ 1,179,427
<b>Program revenues</b>			
Charges for services	-	729,382	729,382
Operating grants and contributions	<u>-</u>	<u>523,229</u>	<u>523,229</u>
Total program revenues	<u>-</u>	<u>1,252,611</u>	<u>1,252,611</u>
Net revenues (expenses)	<u>(114,633)</u>	<u>187,817</u>	<u>73,184</u>
<b>General revenues</b>			
Interest income	<u>7</u>	<u>74,412</u>	<u>74,419</u>
Total general revenues	<u>7</u>	<u>74,412</u>	<u>74,419</u>
Change in net position	(114,626)	262,229	147,603
Net position - beginning	<u>2,287,377</u>	<u>2,352,596</u>	<u>4,639,973</u>
Net position - ending	<u>\$ 2,172,751</u>	<u>\$ 2,614,825</u>	<u>\$ 4,787,576</u>



This page intentionally left blank.

**CACHE COUNTY**  
**SINGLE AUDIT REPORTS**

CACHE COUNTY

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
YEAR ENDED DECEMBER 31, 2023

<u>Federal Grantor/Pass-Through Grantor/Program Title</u>	<u>Assistance Listing No.</u>	<u>Pass-Through Grant No.</u>	<u>Expenditures</u>
<b>U.S. Department of Agriculture (USDA)</b>			
<i>Direct Program</i>			
Forest Service Schools and Roads Cluster			
Secure Rural Schools-Title I	10.666	FY2023	121,335
Secure Rural Schools-Title III	10.666	FY2023	19,985
<b>Total Forest Service Schools and Roads Cluster</b>			<b>141,320</b>
<i>Passed through Utah Weed Supervisors Association</i>			
EDRR Knapweed Project	10.025	202302DG20	8,000
Ventenatta Contract	10.025	201902BDG19	68,891
<i>Passed through Utah Department of Health</i>			
Special Supplemental Food Program for Women, Infants and Children:			
Food Checks 2023	10.557	202700372	1,704,251
Food Checks 2024	10.557	202700372	636,490
Administrative Costs 2023	10.557	202700372	769,785
Administrative Costs 2024	10.557	202700372	272,266
<b>Total USDA</b>			<b>3,601,003</b>
<b>U.S. Environmental Protection Agency (EPA)</b>			
<i>Passed through Utah Division of Environmental Quality</i>			
Targeted Airshed Vehicle Repair and Replace 2023	66.202	172134	67,497
DEQ Drinking Water 2023	66.605	222081	21,997
DEQ Drinking Water Surveys 2023	66.605	222081	9,597
DEQ Air Quality 2023	66.605	222081	3,500
<b>Total EPA</b>			<b>102,591</b>

CACHE COUNTY

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
YEAR ENDED DECEMBER 31, 2023

<u>Federal Grantor/Pass-Through Grantor/Program Title</u>	<u>Assistance Listing No.</u>	<u>Pass-Through Grant No.</u>	<u>Expenditures</u>
<b>U.S. Department of Health &amp; Human Services (HHS)</b>			
<i>Passed through Bear River Association of Governments</i>			
Aging Cluster			
Special Programs for Aging, Title III, Part B	93.044	FY 2023	30,000
Special Programs for Aging, Title III, Part B	93.044	FY 2024	52,807
Special Programs for Aging, IIID PHP	93.043	FY 2023	5,697
Special Programs for Aging, IIID PHP	93.043	FY 2024	2,044
Special Programs for Aging, Title III, Part C1	93.045	FY 2023	90,395
Special Programs for Aging, Title III, Part C1	93.045	FY 2024	26,465
Special Programs for Aging, Title IIIC-1 CIC	93.053	FY 2024	24,430
Special Programs for Aging, HDM Title III, Part C2	93.045	FY 2024	86,367
Special Programs for Aging, Title IIIC-2 CIH	93.053	FY 2024	9,554
<b>Total Aging Cluster</b>			<b>327,759</b>
Health Insurance Counseling	93.779	FY 2023	2,800
Health Insurance Counseling	93.779	FY 2024	4,007
MIPPA	93.071	FY 2023	1,942
MIPPA	93.071	FY 2024	1,928
<i>Passed through Utah Department of Health and Human Services</i>			
General Federal Block EIM	93.958	A03079 FY2024	152,479
General Federal Block FRF	93.958	A03079 FY2023	3,874
General Federal Block FRF	93.958	A03079 FY2024	7,266
General Federal Block MHF	93.958	A03079 FY2023	53,399
General Federal Block MHF	93.958	A03079 FY2024	66,778
Federal Block Children MHX	93.958	A03079 FY2023	12,000
General Federal Block MOT	93.958	A03079 FY2024	2,000
General Federal Block RFU	93.958	A03079 FY2023	11,840
General Federal Block SET	93.958	A03079 FY2023	42,189
General Federal Block SET	93.958	A03079 FY2024	57,490
General Federal Block SET	93.958	A03079 FY2023	19,416
General Federal Block SS1	93.958	A03079 FY2024	4,104
MRC 22-0158 2023	93.008	MRC 23-0158	5,000
MRC 22-0473 2023	93.008	MRC 23-0473	5,000
MRC 22-2333 2023	93.008	MRC 23-2333	5,000
MRC RISE 22-0158 2022	93.008	MRC RISE 22-0158	22,500
MRC RISE 22-0473 2022	93.008	MRC RISE 22-0473	22,500
MRC RISE 22-2333 2022	93.008	MRC RISE 22-2333	22,500
MRC Small Grant 2023	93.008	232701132	2,800
MRC Strong Grant	93.008	242700247	11,965
PH & Medical Preparedness 2023	93.069	222700172	165,960
PH & Medical Preparedness 2024	93.069	222700172	183,452

CACHE COUNTY

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
YEAR ENDED DECEMBER 31, 2023

<b>Federal Grantor/Pass-Through Grantor/Program Title</b>	<b>Assistance Listing No.</b>	<b>Pass-Through Grant No.</b>	<b>Expenditures</b>
HABS-PMS 2021	93.070	6 1NUE1EH001446	18,467
TB Control 2023	93.116	202700572	6,502
MCH-PBG Injury Prevention 2023	93.991	232700421	49,024
MCH-PBG Injury Prevention 2024	93.991	242700413	62,448
Utah Overdose Data to Action 2023	93.136	232700573	35,210
Childhood Lead Poisoning 2023	93.197	222700394	3,295
Childhood Lead Poisoning 2024	93.197	222700394	4,497
Substance Abuse - SPF Partners for Success 2023	93.243	A03079	42,992
Substance Abuse - SPF Partners for Success 2024	93.243	A03079	24,848
Substance Abuse - MH - Integration W/FQHC 2023	93.243	160048	48,981
Substance Abuse - MH - Integration W/FQHC 2024	93.243	160048	85,590
COVID-19 Vaccine Supplemental Support Funding 2023	93.268	212701510	1,846,534
Immunizations 2023	93.268	192701004	28,256
Immunizations 2024	93.268	192701004	52,058
Disease Response, Eval, Analysis & Monitoring 2023	93.323	202700507	1,972
Disease Response, Eval, Analysis & Monitoring 2024	93.323	202700507	9,092
PPPHEA Test, Prevent, & Trace 2023	93.323	212700269	187,476
PPPHEA Vulnerable Populations 2023	93.323	212700269	103,478
PPPHEA Health Workers 2023	93.323	212700269	99,038
PPPHEA EED ELC Contract Tracing/Vaccine 2023	93.323	212700269	72
PPPHEA EED ELC Coordinator 2023	93.323	212700269	108,247
PPPHEA EED Personnel/Flex Funds 2023	93.323	212700269	349,528
COVID-19 Testing K-12 Schools 2023	93.323	222700085	2,806
Detection & Mitigation of COVID 19	93.323	NU50CK000536	243,710
Tobacco Comprehensive CDC 2022	93.387	212700250	19,050
Tobacco Comprehensive CDC 2023	93.387	212700250	21,435
Health Disparaties 2023	93.391	222700135	299,322
EPICC 1815 2023	93.426	192700347	20,019
Heal Heart Disease 2024	93.426	232702179	10,708
Heal Diabetes 2024	93.988	232702179	11,687
EPICC 1815 2023	93.435	192700347	65,124
EPICC 1815 2023	93.439	192700347	9,489
Heal Span 2024	93.439	232702179	16,644

CACHE COUNTY

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
YEAR ENDED DECEMBER 31, 2023

<u>Federal Grantor/Pass-Through Grantor/Program Title</u>	<u>Assistance Listing No.</u>	<u>Pass-Through Grant No.</u>	<u>Expenditures</u>
Refugee Health 2023	93.566	212701474	5,970
Refugee Health 2024	93.566	212701474	30,018
TB Refugee Health Coordinator 2023	93.566	212701474	14,849
TB Refugee Health Coordinator 2024	93.566	212701474	11,027
Medicaid Cluster			
Targeted Case Management 2023	93.778	2112305	102,627
Targeted Case Management 2024	93.778	2112305	135,694
Consumer Education and Assistance 2023	93.778	202700898	36,427
Consumer Education and Assistance 2024	93.778	202700898	20,249
<b>Total Medicaid Cluster</b>			<b>294,997</b>
Substance Abuse - Opioid SOR Grant 2023	93.788	160048	38,998
Substance Abuse - Opioid SOR Grant 2024	93.788	160048	128,331
Substance Abuse - State Opioid Prevention 2023	93.788	A03079	19,655
Substance Abuse - State Opioid Prevention 2024	93.788	A03079	118,025
Hospital Prep-Medical Reserve Corp 2023	93.889	222700172	8,053
Regional Health Care Coalition 2023	93.889	222700172	87,790
Regional Health Care Coalition 2024	93.889	222700172	90,530
Cancer Control 2023 (Breast and Cervical)	93.898	22700360	20,000
HIV Prevention Counseling & Testing 2023	93.940	232701201	250
Substance Abuse - State Yough TRMT IMP 2023	93.959	A03079	6,348
Substance Abuse - State Yough TRMT IMP 2024	93.959	A03079	15,818
Substance Abuse - Drug Court 2024	93.959	A043079	38,962
Substance Abuse - SAPT Black Grant 2023	93.959	A03079	261,399
Substance Abuse - SAPT Black Grant 2024	93.959	A03079	610,812
Substance Abuse - Prevention Prepared Communities 2024	93.959	A043079	39,887
Substance Abuse - BJA Drug Court 2023	16.585	A043079	8,277
Substance Abuse - BJA Drug Court 2024	16.585	A043079	28,886
Disability and Health 2023	93.184	242700364	5,239
STD Disease Intervention Services 2023	93.977	192700671	4,000
PH Infrastructure A1 Grant-510	93.967	232701304	264,709
PH Infrastructure A2 Grant-520	93.967	232701304	49,923
MCH-PBG Injury Prevention 2023	93.994	212700500	20,004
MCH-PBG Injury Prevention 2024	93.994	212700500	13,058
Maternal and Child Health Funding 2023	93.994	232700573	13,102
Maternal and Child Health Funding 2024	93.994	232700573	21,868
<b>Total HHS</b>			<b>7,376,332</b>

CACHE COUNTY

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
YEAR ENDED DECEMBER 31, 2023

<u>Federal Grantor/Pass-Through Grantor/Program Title</u>	<u>Assistance Listing No.</u>	<u>Pass-Through Grant No.</u>	<u>Expenditures</u>
<b>U.S. Department of Interior (DOI)</b>			
<i>Passed through the State Division of Wildlife Resources</i>			
Fish and Wildlife Cluster			
Logan Blue River Trail	15.605	FY2023	45,000
Pittman-Robertson Program	15.611	FY2023	9,161
<b>Total Fish and Wildlife Cluster</b>			<b>54,161</b>
<hr/>			
<b>Total DOI</b>			<b>54,161</b>
<b>U.S. Department of Justice (DOJ)</b>			
<i>Passed through Utah Department of Justice</i>			
Justice Assistance 2023	16.738	20A 42	93,338
Suicide Prevention 2023	16.745	2020-MO-BX-0043	77,897
<i>Passed through State Office of the Attorney General</i>			
State Criminal Alien Assistance Program	16.606	FY2023	167,786
Victim Assistance Services Grant - CJC	16.575	23-VOCA-001	31,608
Victim Assistance Services Grant - SAS	16.575	22-VOCA-102	49,530
Victim Assistance Services Grant	16.575	22-VOCA-024	127,680
Victim Assistance Services Grant	16.575	23-VOCA-016	95,101
Violence Against Women Grant - Investigations	16.588	22-W-2102	42,684
Violence Against Women Grant - Prosecutions	16.588	22-W1904	43,616
Violence Against Women Grant	16.588	23VAWA02	84,593
<hr/>			
<b>Total DOJ</b>			<b>813,833</b>

CACHE COUNTY

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
YEAR ENDED DECEMBER 31, 2023

<u>Federal Grantor/Pass-Through Grantor/Program Title</u>	<u>Assistance Listing No.</u>	<u>Pass-Through Grant No.</u>	<u>Expenditures</u>
<b>U.S. Department of Transportation (DOT)</b>			
<i>Direct Program</i>			
Airport Directional Signs Grant	20.106	3-49-0016-039	34,137
Airport EV Charging Station Grant	20.106	3-49-0016-040-2023	138,761
Airport Master Plan	20.106	DOT-FA22NM-1038	163,395
<i>Passed through Utah Highway Safety Office</i>			
Highway Safety Cluster			
Highway Safety - Rural Seat Belt 2023 Box Elder	20.600	MOA	5,733
Highway Safety - Rural Seat Belt Cache 2023	20.600	MOA	9,888
Highway Safety - Child Passenger Safety 2023	20.616	MOA	7,500
Highway Safety - Child Passenger Safety 2024	20.616	MOA	2,375
<b>Total Highway Safety Cluster</b>			<b>25,496</b>
<b>Total DOT</b>			<b>361,789</b>
<b>U.S. Department of the Treasury (DOTT)</b>			
<i>Direct Program</i>			
ARPA - 2023	21.027	ARPA	1,790,414
Local Assistance and Tribal Consistency Fund	21.032	2022	2,263
<b>Total DOTT</b>			<b>1,792,677</b>
<b>U.S. Department of Homeland Security (DHS)</b>			
<i>Passed through State Department of Public Safety</i>			
Homeland Security Grant - LEPTA	97.067	2021 SHSP	141,000
FEMA Assistance to Firefighters	97.044	EMW-2021-FG-06289	45,285
<b>Total DHS</b>			<b>186,285</b>
<b>GRAND TOTAL</b>			<b>\$ 14,288,671</b>



## NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED DECEMBER 31, 2023

**NOTE 1 – PURPOSE OF THE SCHEDULE**

The Schedule of Expenditures of Federal Awards (the Schedule) is a supplementary schedule to the basic financial statements designed to provide expenditure information for each federal program in which the County participated. The schedule is required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

**NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES****A. Basis of Accounting**

The information in the Schedule is presented in accordance with Title 2 U.S. *Code of Federal Regulations* Part 200. The Schedule is prepared using the same accounting policies and basis of accounting as the basic financial statements.

**B. Assistance Listing Numbers**

Title 2 U.S. Code of Federal Regulations Part 200 required the schedule to show the total expenditures for each of the County's federal financial assistance programs as identified by Assistance Listing number. Assistance Listing

is a government-wide compendium of individual federal programs which assigns a five-digit program identification Assistance Listing number to each federal program.

**C. Major Programs**

Uniform Guidance establishes the levels of expenditures or expenses and other criteria to be used in defining major federal financial assistance. Major programs have been noted on the Schedule of Findings and Questioned Costs in accordance with those definitions.

**D. Indirect Costs**

The Schedule includes a portion of costs associated with general activities that are allocated to federal financial assistance programs using direct labor as a basis of allocation. The County has not elected to use the 10% de minimis indirect cost rate.

**E. WIC Checks**

Expenditures are recorded for WIC checks on the schedule based on information provided by the State of Utah Department of Health. The value of WIC checks is excluded from grant revenue and grant expenditures in the financial statements of Bear River Health Department.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL  
 REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT  
 OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
 GOVERNMENT AUDITING STANDARDS**

To the Cache County Council  
 Cache County  
 Logan, Utah

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of the governmental activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Cache County, Utah (the County) as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the County's basic financial statements, and have issued our report thereon dated July 19, 2024. Our report includes a reference to other auditors who audited the financial statements of Bridgerland Community Ice Arena (a component unit of North Park Interlocal Cooperative), as described in our report on the County's financial statements. The financial statements of Bridgerland Community Ice Arena were not audited in accordance with *Governmental Auditing Standards*. This report does not include our consideration of the results of the other auditors' testing of internal control over financial reporting and compliance and other matters that are reported on separately by those auditors.

***Report on Internal Control over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the County's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. Accordingly, we do not express an opinion on the effectiveness of the County's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable

possibility that a material misstatement of the County's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We identified a certain deficiency in internal control, described in the accompanying schedule of findings and questioned costs as item 2023-001, that we consider to be a significant deficiency.

### ***Report on Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the County's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **The County's Response to Findings**

*Government Auditing Standards* requires the auditor to perform limited procedures on the County's response to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. The County's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the County's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the County's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



JONES SIMKINS LLC  
Logan, Utah  
July 19, 2024

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL  
PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE  
IN ACCORDANCE WITH THE UNIFORM GUIDANCE

To the Cache County Council  
Cache County  
Logan, Utah

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited Cache County, Utah's (the County) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the County's major federal programs for the year ended December 31, 2023. The County's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the County complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2023.

***Basis for Opinion on Each Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the County and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit

evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the County's compliance with the compliance requirements referred to above.

### ***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the County's federal programs.

### ***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the County's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the County's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the County's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the County's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

## Report on Internal Control Over Compliance

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, as discussed below, we did identify certain deficiencies in internal control over compliance that we consider to be significant deficiencies.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We consider the deficiencies in internal control over compliance described in the accompanying schedule of findings and questioned costs as items 2023-002 and 2023-003, to be significant deficiencies.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed. *Government Auditing Standards* requires the auditor to perform limited procedures on the County's response to the internal control over compliance findings identified in our audit described in the accompanying schedule of findings and questioned costs. The County's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



JONES SIMKINS LLC  
Logan, Utah  
July 19, 2024

CACHE COUNTY  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
Year Ended December 31, 2023

A. Summary of Auditor's Results:

*Financial Statements*

- |    |  |            |
|----|--|------------|
| 1. | Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP: | Unmodified |
| 2. | Internal control over financial reporting:   |            |
|    | Material weaknesses identified:  | No         |
|    | Significant deficiencies identified:   | Yes – One  |
| 3. | Non-compliance material to financial statements noted:   | No         |

*Federal Awards*

- |    |  |  |
|----|--|--|
| 4. | Internal control over major federal programs:  |  |
|    | Material weaknesses identified:  | No   |
|    | Significant deficiencies identified:   | Yes – Two  |
| 5. | Type of auditor's report issued on compliance for major federal programs:                          | Unmodified   |
| 6. | Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a): | Yes – Two  |
| 7. | Identification of major federal programs   |  |
|    | • Assistance Listing Numbers   | 10.557 – Special Supplemental                              |
|    | Nutrition  | Program for Women, Infants, and Children (WIC)             |
|    |  | 21.027 – Coronavirus State and Local Fiscal Recovery Funds |
|    |  | 93.268 – Immunization Cooperative Agreements               |
|    |  | 93.391 – CDC Partner Crisis Response                       |
| 8. | Dollar threshold used to distinguish between type A and type B programs:                           | \$750,000  |
| 9. | Auditee qualified as a low-risk auditee?   | No   |

CACHE COUNTY  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
Year Ended December 31, 2023

- B. Findings related to the financial statements required to be reported in accordance with *Government Auditing Standards*:

Finding 2023-001

*Criteria:* Management of the County is responsible for establishing and maintaining each of the following components of the County's system of internal control relevant to the preparation and fair presentation of the County's financial statements: 1) the County's control environment, 2) the County's risk assessment process, 3) the County's process to monitor the system of internal control, 4) the County's information system and communication, and 5) the County's control activities. A well-organized system of internal control includes the existence of individuals with adequate experience and expertise to identify issues that may result in misstatements of the County's financial statements prior to their issuance in addition to allowing for adequate segregation of duties with respect to custody, recordkeeping, and reconciliation of County assets.

*Condition and Context:* Although the County has implemented various policies and procedures regarding financial reporting and segregation of duties, significant turnover at the management level of the County resulted in lapses in controls over financial reporting throughout the year under audit. These lapses included the lack of timely monitoring and secondary review of reconciliations and procurement transactions by individuals with adequate experience and expertise, and the lack of identification of new accounting standards applicable to the County resulting in adjustment to the County's financial statements.

*Cause:* The County's system of internal control and policies and procedures associated with financial reporting and segregation of duties do not include provisions that address the potential for significant turnover at the management level.

*Effect or Potential Effect:* Without an adequately designed system of internal control over financial reporting, the risk increases significantly that errors and fraud, including misappropriation of assets, could occur.

*Recommendation:* County management should ensure that the County's system of internal control and associated policies and procedures are reviewed and updated to ensure adequate financial reporting and segregation of duties, even during times of significant turnover. In addition, we recommend that County management provide training related to financial reporting and segregation of duties to all County personnel associated with financial reporting.



CACHE COUNTY  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
Year Ended December 31, 2023

- C. Findings and questioned costs related to federal awards required to be reported in accordance with the Uniform Guidance.

Finding 2023-002

*Information on the Federal Program:* Assistance Listing Number 21.027 – Coronavirus State and Local Fiscal Recovery Funds. *Compliance Requirement:* Procurement and Suspension and Debarment. *Type of Finding:* Significant deficiency in internal control over major federal programs.

*Criteria:* The Uniform Guidance at 2 CFR 200.214, 2 CFR Part 180, and Treasury's implementing regulations at 31 CFR Part 19, prohibit non-federal entities from contracting with or making subawards under covered transactions to parties that are suspended or debarred. Covered transactions include contracts for goods and services awarded under a non-procurement transaction (e.g., grant or cooperative agreement) that are expected to equal or exceed \$25,000 or meet certain other criteria as specified in 2 CFR section 180.220. All non-procurement transactions entered into by a pass-through entity (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 CFR section 180.215. When a non-federal entity enters into a covered transaction with an entity at a lower tier, the non-federal entity must verify that the entity, as defined in 2 CFR section 180.995 and agency adopting regulations, is not suspended or debarred or otherwise excluded from participating in the transaction. This verification may be accomplished by (1) checking the System for Award Management (SAM) Exclusions maintained by the General Services Administration, (2) collecting a certification from the entity, or (3) adding a clause or condition to the covered transaction with that entity (2 CFR section 180.300).

*Condition:* We noted that the County does not have a process to check for suspension and debarment.

*Cause:* County staff are not familiar with federal suspension and debarment requirements.

*Effect or Potential Effect:* The County has a significant deficiency in internal control with respect to its procurement policies and procedures, which could result in significant noncompliance or questioned costs in the future.

*Recommendation:* County management should ensure that procurement policies and procedures regarding the expenditure of federal funds are updated to address suspension and debarment and that these policies and procedures are being following by all County personnel. In addition, we recommend that County management provide training related to procurement policies and procedures to all County personnel with the ability to enter into a contract.

CACHE COUNTY  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
Year Ended December 31, 2023

Finding 2023-003

*Information on the Federal Program:* Assistance Listing Number 21.027 – Coronavirus State and Local Fiscal Recovery Funds. *Compliance Requirement:* Reporting. *Type of Finding:* Significant deficiency in internal control over major federal programs.

*Criteria:* The Uniform Guidance at 2 CFR 200.328 requires certain recipients of Coronavirus State and Local Fiscal Recovery Funds to submit quarterly and annual project and expenditure reports to the U.S. Department of the Treasury including, but not limited to, total obligations of funds, total expenditures of funds, and total number of projects.

*Condition:* We noted that multiple quarterly reports did not accurately report total expenditures as of the date of the reporting period.

*Cause:* Tracking spreadsheets were not appropriately updated to capture all expenditures of federal funds.

*Effect or Potential Effect:* The County has a significant deficiency in internal control with respect to reporting of federal expenditures.

*Recommendation:* Controls should require a secondary review and reconciliation of quarterly and annual reports to the County's general ledger prior to submission by the grant director.

CACHE COUNTY

**SUMMARY SCHEDULE OF PRIOR YEAR AUDIT FINDINGS**  
YEAR ENDED DECEMBER 31, 2023

Finding 2022-001 – Corrective action was taken.

Finding 2022-002 – Corrective action was taken.

Finding 2022-003 – Corrective action was taken.



July 22, 2024

## **Cache County Corrective Action Plan to the 2023 External Audit Findings**

The 2023 audit suggests improvements to Cache County's financial management that could strengthen internal financial controls. The action plan set forth below addresses those suggestions with plans to strengthen internal control policies and procedures identified in the audit.

### Finding 2023-001

**Finding:** The County's financial policies should address how to ensure continuity of operations in the case of significant turnover at the management level.

**Underlying Causes:** *The County experienced significant turnover within the finance department following action in August 2023 to eliminate the position of Finance Director, eliminate the finance department, and move financial operations previously conducted by the finance department under the control of the elected County Auditor. Following these actions, all but one accounting and budget staff member resigned from the department or was reassigned to another department. These changes had a significant impact on the County's ability to provide financial services. Also, the previous County Auditor had a lack of management experience or specific training in governmental financial operations. The existing staff provided the best possible service they were able to and made all efforts to protect the assets of the County. The finding doesn't identify any circumstances in which fraud occurred. The county is not aware of any fraud. However, with the turnover, the County found it difficult to replace management with both the qualification and experience to provide a good system of internal controls and segregation of duties.*

**Corrective Actions:** *In May 2024, the new County Auditor hired a certified public accountant, with more than a decade of experience in governmental operations, as the new Finance Director. In addition to the new Finance Director, the County also will provide existing and future staff with training and education in government finance and operations. Internal staff are also working on obtaining appropriate certifications.*

*In order to ensure continuity of operations if major turnover were to occur in the future, the County should implement additional cross training of staff, develop a line of succession for financial management, and ensure that there are sufficient numbers of staff who are trained and qualified to perform duties, should other staff members leave.*

Finding 2023-002

**Finding:** The County did not have a process to check for suspension and debarment.

**Underlying Causes:** *While this control was previously performed by the Assistant Finance Director, turnover within the department caused this step to be overlooked, as no training was provided to other staff.*

**Corrective Actions:** *The County Finance Director has assigned the County Grants Manager with the duty to check the federal system for suspension or disbarment for any check written over \$25,000 related to County grants that involve federal funding. The file for paperwork proving that the County has checked for each vendor will be printed and maintained at the time an invoice is submitted for payment.*

Finding 2023-003

**Finding:** Coronavirus State and Local Fiscal Recovery Funds quarterly reports contained inaccuracies.

**Underlying Causes:** *The error occurred when a spreadsheet tracking the expenditures specific to a federal grant did not sum the entire row. This mistake perpetuated when additional expenditures were added to the spreadsheet, but the summary formula was not adjusted to include the full row of expenditures. Staff members discovered and corrected this issue before the next submission occurred.*

**Corrective Actions:** *County staff have improved the internal control processes to include a secondary review of all submittals related to federal grants. The County Finance Director or delegate will review these submittals quarterly in advance of remitting them.*

Management feels that this corrective action plan will help improve the “control environment” and provide improvements within the County financial operations. We feel it is also important to implement a process of cross-training on duties within the department, along with obtaining important outside training and education to improve the quality of our department and the procedures we perform.

Respectfully,



Bryson Behm  
County Auditor  
Cache County



Wesley Bingham, CPA  
Finance Director  
Cache County

## **STATE COMPLIANCE REPORTS**

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE AND  
REPORT ON INTERNAL CONTROL OVER COMPLIANCE  
AS REQUIRED BY THE *STATE COMPLIANCE AUDIT GUIDE*

To the Cache County Council  
Logan, Utah

**Report on Compliance with State Requirements**

***Qualified and Unmodified Opinions***

We have audited Cache County, Utah's (the County) compliance with the following applicable state compliance requirements described in the *State Compliance Audit Guide*, issued by the Office of the Utah State Auditor, for the year ended December 31, 2023:

Budgetary Compliance  
Fund Balance  
Restricted Taxes and Other Related Restricted Revenue  
Fraud Risk Assessment  
Government Fees  
Open and Public Meetings

***Qualified Opinion on Fraud Risk Assessment and Open and Public Meetings***

In our opinion, except for the noncompliance described in the Basis for Qualified and Unmodified Opinions section of our report, Cache County, Utah complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on the County's compliance with applicable regulations and statutes for the year ended December 31, 2023.

***Unmodified Opinion on Each of the Other State Compliance Requirements***

In our opinion, Cache County, Utah complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on the

County's compliance with applicable regulations and statutes for the year ended December 31, 2023.

### ***Basis for Qualified and Unmodified Opinions***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements outlined in the *State Compliance Audit Guide* (the Guide), issued by the Office of the State Auditor. Our responsibilities under those standards and the Guide are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the County and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each requirement identified above. Our audit does not provide a legal determination of the County's compliance with the compliance requirements referred to above.

### ***Matters Giving Rise to Qualified Opinion on Fraud Risk Assessment and Open and Public Meetings***

As described in the accompanying Schedule of State Compliance Findings and Recommendations, the County did not comply with requirements regarding Fraud Risk Assessment and Open and Public Meetings and associated finding numbers matched to the types of compliance requirements.

Compliance with such requirements is necessary, in our opinion, for the County to comply with the requirements applicable to Fraud Risk Assessment and Open and Public Meetings.

### ***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the County's government programs.

### ***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the County's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Guide will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered



material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the County's compliance with the requirements of the government program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Guide, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the County's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the County's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Guide, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### ***Other Matters***

The results of our auditing procedures disclosed other instances of noncompliance which are required to be reported in accordance with the Guide and which are described in the accompanying Schedule of State Compliance Findings and Recommendations as item 2023-002. Our opinion on each compliance requirement referred to above is not modified with respect to these matters.

### ***Report on Internal Control over Compliance***

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we did identify certain deficiencies in internal control over compliance that we consider to be material weaknesses.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a state compliance requirement on a timely basis. A material

weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with state compliance requirement will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a state compliance requirement that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We consider the deficiency over internal control over compliance described in the accompanying Schedule of State Compliance Findings and Recommendations as item 2023-001 to be a material weakness.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

*Government Auditing Standards* requires the auditor to perform limited procedures on the County's response to the noncompliance findings identified in our audit described in the accompanying Schedule of State Compliance Findings and Recommendations. The County's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the *State Compliance Audit Guide*. Accordingly, this report is not suitable for any other purpose.



JONES SIMKINS LLC  
Logan, Utah  
July 19, 2024

CACHE COUNTY  
SCHEDULE OF STATE COMPLIANCE FINDINGS AND RECOMMENDATIONS  
Year Ended December 31, 2023

Finding 2023-001

*Criteria:* The State Compliance Audit Guide requires County management to prepare and present a Fraud Risk Assessment each year to the County Council. In addition, the State Compliance Audit Guide requires County management to ensure that proper and timely notice and information is provided to the public related to budget hearings, public meetings, and the results of all public meetings by posting notices, agendas, and minutes for all public meetings to the Utah Public Notice Website. Specifically, meeting minutes are required to be posted within three days of the minutes being approved and budget hearing notices are required to be posted at least seven days prior to the budget hearing.

*Condition:* Budget hearing notices and approved meeting minutes were not posted to the Utah Public Notice Website within the required timeframe for several meetings throughout the year.

*Cause:* The County experienced significant turnover during the year under audit. In addition, internal controls over state compliance do not include a review by a second person to ensure adherence to these requirements.

*Effect or Potential Effect:* The County has a material weakness in internal control over compliance.

*Recommendation:* County management should implement additional controls that require a review by a secondary person to ensure that these compliance requirements are being met.

*Views of Responsible Officials:* The County Council and County Executive will work through the Audit Committee and Policy Review Committee to review, update, and enhance controls and policies associated with specific state compliance requirements. The County will provide sufficient training and resources for staff to make sure all state compliance requirements are met. The County will also monitor these processes through internal audit procedures.

CACHE COUNTY  
SCHEDULE OF STATE COMPLIANCE FINDINGS AND RECOMMENDATIONS  
Year Ended December 31, 2023

Finding 2023-002

*Criteria:* State statute limits the County's unrestricted general fund balance to 25% of total revenues of the general fund for the current fiscal period and total revenues from property taxes for the current fiscal period.

*Condition:* The County's unrestricted general fund balance exceeds the allowable amount by approximately 2%, which is considered insignificant.

*Cause:* Adequate review of expected unrestricted fund balance was not performed prior to year-end by management.

*Effect or Potential Effect:* The County has in immaterial instance of noncompliance with state compliance requirements.

*Recommendation:* County management should identify and approve capital projects for which excess unrestricted general fund balance could be utilized and transfer funds to the capital projects funds for these approved capital projects.

*Views of Responsible Officials:* The County Council and County Executive will work through the Audit Committee and Policy Review Committee to review, update, and enhance controls and policies associated with excess general fund balance and make appropriate determinations of when and how to use these excess funds.

# County Council Staff Report



**MEETING DATE:** 08/13/2024  
**SUBJECT:** Fraud Risk Assessment for  
FY 2023  
**RESPONSIBLE:** Wesley Bingham  
**DEPARTMENT:** Finance  
**STRATEGIC RELEVANCE:** Necessary Administrative  
Action

---

## SUMMARY

Cache County, Utah, like many other municipalities, faces various risks of fraud that could impact its financial health, reputation, and public trust. This assessment identifies potential areas of vulnerability and provides recommendations to mitigate these risks, ensuring the county's operations remain transparent and accountable.

## RECOMMENDATION

**Enhance Internal Controls:** Strengthen segregation of duties, implement automated financial controls, and increase oversight on financial transactions. To limit the risk of fraud within the organization staff should promote the reporting of fraud to the state auditor through the fraud hotline on their webpage. Additionally, internal audits ensuring staff are following financial policy should be conducted.

---

## BACKGROUND

The State of Utah requires that Local governments on an annual basis evaluate the risk of fraud occurring within their organization and have discussion with the governing board. The presentation and discussion should have occurred in December of 2023. The report must be submitted to the State of Utah Auditor.

## DISCUSSION

Cache County scored 335 out of 395 on the fraud risk assessment for fiscal year 2023. The areas where the organization did not meet the requirements were:

- Have all governing body members complete entity specific training online training within four years of term appointment/election date.
- Having or promoting a fraud hotline.
- Having a formal internal audit function.

## **FISCAL IMPACT**

Included within existing budgeted amounts.

## **CONCLUSION**

While Cache County has a solid foundation of controls and processes, addressing the identified weaknesses will be crucial in mitigating fraud risks. By implementing the recommended measures, the county can enhance its resilience against fraud, safeguarding public resources and maintaining the trust of its residents.

Staff intend to address the different areas by:

- encouraging elected officials to obtain online training
- promote the state auditor hotline from the county website
- perform internal audits starting in January when additional staff resources are available

## **ALTERNATIVES**

The Council has the prerogative to contract internal audit functions outside of the regular operations or operate their own hotline.

---

## **POTENTIAL MOTIONS**

### **Staff Recommended Option – Approval**

No need for recommendation. Just meeting administrative requirements for FY 2023 fraud risk assessment.

### **Alternative 2 – Continuance**

Not Applicable.

---

---

---

---

---

---

### **Alternative 3 – DENIAL**

Not Applicable.

---

---

---

---

---

---

---

## ACCOUNTABILITY

**Department:** Finance  
**Staff Member:** Wesley Bingham, Finance Director

---

## EXHIBITS

1. Exhibit 1: Fraud Risk Assessment



# Fraud Risk Assessment

Continued

\*Total Points Earned: 335/395 \*Risk Level: Very Low Low Moderate High Very High  
> 355 316-355 276-315 200-275 < 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	✓	200
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?	✓	5
b. Procurement?	✓	5
c. Ethical behavior?	✓	5
d. Reporting fraud and abuse?	✓	5
e. Travel?	✓	5
f. Credit/Purchasing cards (where applicable)?	✓	5
g. Personal use of entity assets?	✓	5
h. IT and computer security?	✓	5
i. Cash receipting and deposits?	✓	5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team?	✓	20
a. Do any members of the management team have at least a bachelor's degree in accounting?	✓	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	✓	20
5. Have all governing body members completed entity specific (District Board Member Training for local/special service districts & interlocal entities, Introductory Training for Municipal Officials for cities & towns, etc.) online training ( <a href="http://training.auditor.utah.gov">training.auditor.utah.gov</a> ) within four years of term appointment/election date?		20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	✓	20
7. Does the entity have or promote a fraud hotline?		20
8. Does the entity have a formal internal audit function?		20
9. Does the entity have a formal audit committee?	✓	20

\*Entity Name: Cache County

\*Completed for Fiscal Year Ending: \_\_\_\_\_ \*Completion Date: \_\_\_\_\_

\*CAO Name: David Zook \*CFO Name: Bryson Behm

\*CAO Signature:  \*CFO Signature: 

\*Required



# Basic Separation of Duties

See the following page for instructions and definitions.

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?	✓			
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries?			✓	
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A".	✓			
4. Are all the people who have access to blank checks different from those who are authorized signers?	✓			
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?	✓			
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	✓			
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A".	✓			
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A".	✓			
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A".	✓			
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?	✓			
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	✓			
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	✓			

\* MC = Mitigating Control



## Fraud Risk Assessment

### INSTRUCTIONS:

- Reference the *Fraud Risk Assessment Implementation Guide* to determine which of the following recommended measures have been implemented.
- Indicate successful implementation by marking “Yes” on each of the questions in the table. Partial points may not be earned on any individual question.
- Total the points of the questions marked “Yes” and enter the total on the “Total Points Earned” line.
- Based on the points earned, circle/highlight the risk level on the “Risk Level” line.
- Enter on the lines indicated the entity name, fiscal year for which the Fraud Risk Assessment was completed, and date the Fraud Risk Assessment was completed.
- Print CAO and CFO names on the lines indicated, then have the CAO and CFO provide required signatures on the lines indicated.





OFFICE OF THE  
STATE AUDITOR

# Preparation Checklist

Revised February 2021

## Fraud Risk Assessment

Refer to the Implementation Guide for more detailed explanations of concepts and criteria. See [resources.auditor.utah.gov/s/article/Fraud-Risk-Assessment-Implementation-Guide](https://resources.auditor.utah.gov/s/article/Fraud-Risk-Assessment-Implementation-Guide)

To complete the assessment, identify or obtain the following:

1. Name of the Board/Council Chair David Erickson
2. Name of the Clerk/Finance Officer Maggie McInerney
3. Name of the Treasurer Craig McCallister
4. Copies of credit/purchasing card statements, payments and supporting documentation.
5. Copies of bank reconciliations for all bank accounts and related bank statements.
6. Copies of the following policies if they existed during the assessment period:
  - a. Conflict of Interest
  - b. Procurement
  - c. Ethical Behavior
  - d. Reporting fraud and abuse
  - e. Travel
  - f. Credit/Purchasing Cards
  - g. Personal use of entity assets
  - h. IT and computer security
  - i. Cash receipting and deposits
7. Copy of the CPA's license, if there is a CPA who is a member of the staff. Provide the contract for a contract accountant who is a CPA. Do not provide the independent auditor's CPA license. The independent auditor is not management.
8. Copy of the diploma if a member of the staff has a bachelor's degree in accounting (not required if documentation was provided for number 7 above).
9. Copies of the commitment to ethical behavior by the officials/officers of the entity.
10. Copies of the training certificate for the Office of the State Auditor board member training completed during the last 4 years.
11. Documentation (certificates, agendas, etc.) demonstrating that a member of the management team had at least 40 hours of financial training during the last year.
12. Copy of the internal audit plan for the assessment period.
13. Name of the internal auditor and a list of duties. If contractually performed, provide a copy of the contract.
14. Copies of any internal audit reports issued during the assessment period or last year, whichever is longer.
15. Copy of the audit committee charter.
16. A list of audit committee members during the assessment period.
17. Minutes or agendas for audit committee meetings. If meetings are confidential, a list of action items from those meetings will suffice.



## Basic Separation of Duties

### Continued

**Instructions:** Answer questions 1-12 on the Basic Separation of Duties Questionnaire using the definitions provided below.

😊 If all of the questions were answered “Yes” or “No” with mitigating controls (“MC”) in place, or “N/A,” the entity has achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will be answered “Yes.” 200 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

😞 If any of the questions were answered “No,” and mitigating controls are not in place, the entity has not achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will remain blank. 0 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

### Definitions:

**Board Chair** is the elected or appointed chairperson of an entity’s governing body, e.g. Mayor, Commissioner, Councilmember or Trustee. The official title will vary depending on the entity type and form of government.

**Clerk** is the bookkeeper for the entity, e.g. Controller, Accountant, Auditor or Finance Director. Though the title for this position may vary, they validate payment requests, ensure compliance with policy and budgetary restrictions, prepare checks, and record all financial transactions.

**Chief Administrative Officer (CAO)** is the person who directs the day-to-day operations of the entity. The CAO of most cities and towns is the mayor, except where the city has a city manager. The CAO of most local and special districts is the board chair, except where the district has an appointed director. In school districts, the CAO is the superintendent. In counties, the CAO is the commission or council chair, except where there is an elected or appointed manager or executive.

**General Ledger** is a general term for accounting books. A general ledger contains all financial transactions of an organization and may include sub-ledgers that are more detailed. A general ledger may be electronic or paper based. Financial records such as invoices, purchase orders, or depreciation schedules are not part of the general ledger, but rather support the transaction in the general ledger.

**Mitigating Controls** are systems or procedures that effectively mitigate a risk in lieu of separation of duties.

**Original Bank Statement** means a document that has been received directly from the bank. Direct receipt of the document could mean having the statement 1) mailed to an address or PO Box separate from the entity’s place of business, 2) remain in an unopened envelope at the entity offices, or 3) electronically downloaded from the bank website by the intended recipient. The key risk is that a treasurer or clerk who is intending to conceal an unauthorized transaction may be able to physically or electronically alter the statement before the independent reviewer sees it.

**Treasurer** is the custodian of all cash accounts and is responsible for overseeing the receipt of all payments made to the entity. A treasurer is always an authorized signer of all entity checks and is responsible for ensuring cash balances are adequate to cover all payments issued by the entity.



# MEMORANDUM

TO: Cache County Council

FROM: Dianna Schaeffer, Tax Administration Supervisor

DATE: August 13, 2024

SUBJECT: Request for Tax Relief Filing Extension

---

Every year Cache County processes hundreds of applications for the following types of tax relief:

- **Low Income Abatement (Circuit Breaker)** - State law §59-2-1201 through §59-2-1220 governs general property tax relief to older low income persons subject to proper application, documentation, and deadlines. *Allowable extension §59-2-1220.*
- **Indigent Abatement (Hardship)** - State law §59-2-1803 permits counties to abate taxes for indigent persons subject to proper application, documentation, and deadlines. *Allowable extension §59-2-1804(1)(b).*
- **Blind Exemption** - State law §59-2-1106 provides counties authority to abate taxes for the blind subject to proper application, documentation, and deadlines. *Allowable extension §59-2-1106(2)(b).*
- **Military Exemption** - State law §59-2-1901 through §59-2-1905 allows counties to abate taxes for veterans and active duty armed forces subject to proper application, documentation, and deadlines. Military applications are allowed an “automatic one year extension per UCA 59-2-1902(6) and 1904(5).
- **Exclusive Use Exemption** – State law §59-2-1102 provides counties authority to abate taxes for religious charitable, and educational organizations. Applications were due by March 1st and have been processed.
- **Settlement/Deferral** - No deadlines are mandated for tax sale deferrals in §59-2-1347.
- **Qualifying Increase Deferral** – State law §59-2-1802.1 mandates counties to defer taxes for five years.
- **Senior Deferral** – State law §59-2-1802.5 mandates that counties defer taxes for elderly property owners based on eligibility requirements. Deferrals become a lien on the property.

The application deadline is September 1<sup>st</sup> in most cases, but may be extended until December 31<sup>st</sup> if the county finds good cause. After this initial tax relief deadline has passed, tax notices are mailed and we will be besieged by citizens in dire need of tax relief without being able to offer assistance. We feel strongly the intent of the law is to help those in need while remaining legally compliant; thus, we ask the council to proactively extend the filing deadline for tax relief so we can continue processing eligible citizens while remaining legally compliant.

Therefore, it is in the best interest of the community that the Cache County Council *extends the filing deadline for low income, indigent and blind tax relief to November 30, 2024 at 5:00 p.m.*

Request is:      Approved \_\_\_\_\_      Tabled \_\_\_\_\_      Denied \_\_\_\_\_

\_\_\_\_\_  
David Erickson, Chairperson

ATTESTED:

\_\_\_\_\_  
Bryson Behm, Cache County Clerk/Auditor  
Date:

**Hold a Public Hearing****Ordinance 2024-13 – White Bison Acres Rezone**

**Agenda request submitted by:** Stephen Nelson, Director of Development Services –  
Forwarded from the County Planning Commission

**Assisting Department:** Development Services

**Requested Council meeting date:** August 27th, 2024

**Agenda Item Language:** Hold a public hearing for Ordinance 2024-13 White Bison Acres Rezone – A request to rezone 18.71 acres located at 4200 S. Highway 23, Wellsville, from the Agricultural (A10) Zone to the Rural 2 (RU2) Zone.

**Action:** Planning Commission – Recommendation of Denial (7-yea; 0-nay)

**Background:** A request to rezone 18.71 acres located at 4200 S. Highway 23, Wellsville, from the Agricultural (A10) Zone to the Rural 2 (RU2) Zone.

**Fiscal Impact:** N/A

**Public Hearing Required:** Rezone requests require a public hearing before the County Planning Commission (PC). This hearing was held on August 1<sup>st</sup>, 2024 and their recommendation to deny the rezone was made on August 1<sup>st</sup>, 2024.

No additional hearing is required under the requirements of the State Code, however, the Council has previously directed it is beneficial to rehear the public comment and hold an additional hearing before the Council.

See attached for additional information.

**County Staff Presenter:** Stephen Nelson, Director of Development Services

**Presentation Time:** 10 minutes.

**County Staff Point of Contact:** Conner Smith, Assistant Planner

**Legal Review:** N/A

**Ord 2024-13**  
**White Bison Acres Rezone**  
**Amending the Cache County Zoning Map by rezoning**  
**18.71 acres of property from the Agricultural (A10) Zone**  
**to the Rural 2 (RU2) Zone**

**County Council action**

Set a public hearing on August 13<sup>th</sup>, 2024 to be held on August 27<sup>th</sup>, 2024.

If approved, the rezone will take effect 15 days from the date of approval.

**Planning Commission action**

Denial (7-yea; 0-nay).

Public hearing held on August 1<sup>st</sup>, 2024

Conclusion: Based on the findings of fact noted [in the staff report], the White Bison Acres Rezone is hereby recommended for denial to the County Council as follows:

1. The location of the subject property to be rezoned is not compatible with the purpose of the Rural 2 (RU2) Zone:
  - a. “This zone must be appropriately served by suitable public roads, have access to the necessary water and utilities, and have adequate provision of public services.”
  - b. The surrounding lands are agricultural lands.
2. The recorded easement that would provide access to any future development currently has a right-of-way of 33-feet. This is only enough to support a Minor Private Road which would not allow for the maximum potential of nine lots.
  - a. Additionally, it is unclear if the provided Utah Department of Transportation (UDOT) permit supports the construction of more than two homes.
3. The nearest area, in the County, that is in the Rural 2 (RU2) Zone is located one mile away.
4. The rezone is not congruent with the Wellsville City General Plan:
  - a. The Wellsville City General Plan identifies this area as Farmland Residential Cluster – 5ac.
  - b. Residential – Farmland is defined within the Wellsville City General Plan as:
    - i. “This area is identified on the Land Use Plan to remain, primarily, as an agricultural production area. This area has historically been the primary farming land of the community and the City should preserve the qualities of this area by minimizing the taking of this land for residential, commercial, or industrial uses. While residential uses are somewhat

38 compatible with agricultural uses, residential development in this area  
39 should be minimized and large areas should be required to stay in  
40 agricultural use.”

41 **Staff Report review by Development Services Director**

42 Stephen Nelson

43

44 **Staff Report by County Planner**

45 Conner Smith

46

47 **General Description**

48 This ordinance amends the County Zoning Map by rezoning 18.71 acres from the Agricultural  
49 (A10) Zone to the Rural 2 (RU2) Zone.

50

51 **Additional review materials included as part of Exhibit A**

52 Staff Report to Planning Commission - revised



## Staff Report: White Bison Acres Rezone

1 August 2024

This staff report is an analysis of the application based on adopted county documents, standard county development practices, and available information. The report is to be used to review and consider the merits of the application. Additional information may be provided that supplements or amends this staff report.

**Agent:** Jed Willets

**Parcel ID#:** 11-069-0007

**Staff Recommendation:** None

**Type of Action:** Legislative

**Land Use Authority:** Cache County Council

### Location

*Reviewed by Conner Smith*

**Project Address:**

4200 S. Highway 23  
 Wellsville

**Acres:** 18.71

**Surrounding Uses:**

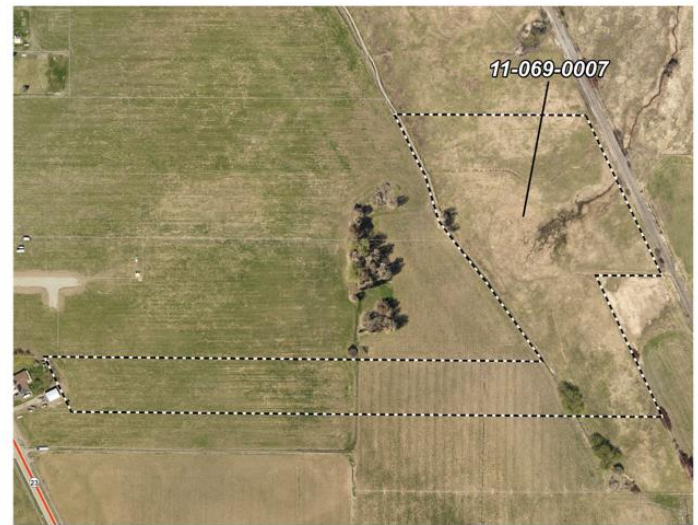
North – Agricultural/Residential  
 South – Agricultural  
 East – Agricultural  
 West – Agricultural/Residential

**Current Zoning:**

Agricultural (A10)

**Proposed Zoning:**

Rural 2 (RU2)



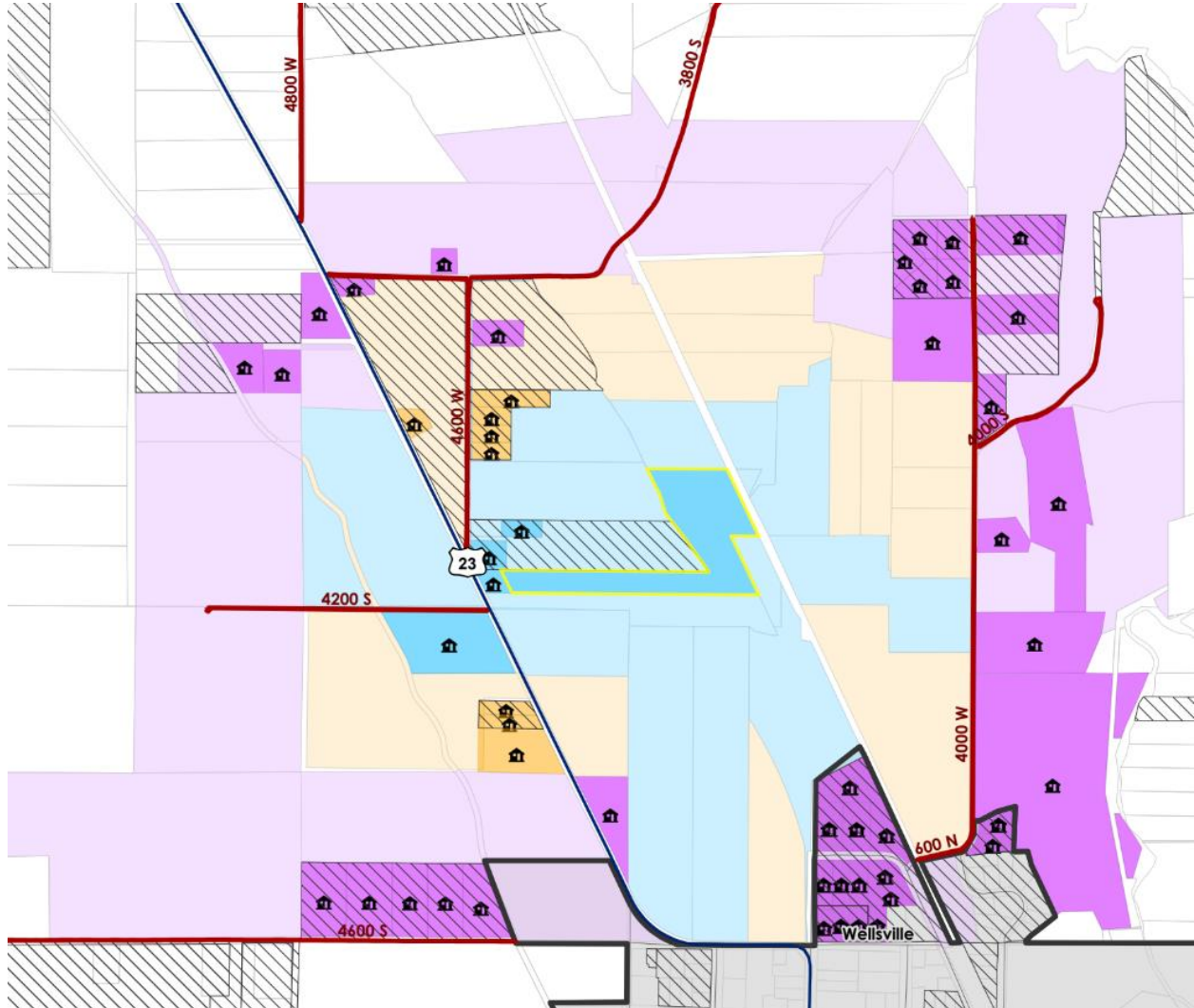
## Findings of Fact

### A. Request description

1. A request to rezone 18.71 acres from the Agricultural (A10) Zone to the Rural 2 (RU2) Zone.
2. Should the rezone request be approved, the maximum number of potential lots will be nine.
3. This rezone may allow the parcel to establish uses permitted in the Rural 2 (RU2) Zone. A rezone request is general in nature and is not tied to any proposed use. Any impacts related to permitted and conditional uses allowed within Rural 2 (RU2) Zone will be addressed as part of each respective approval process required prior to site development activities.

## Revised Pg. 7 - Planning Commission Recommendation

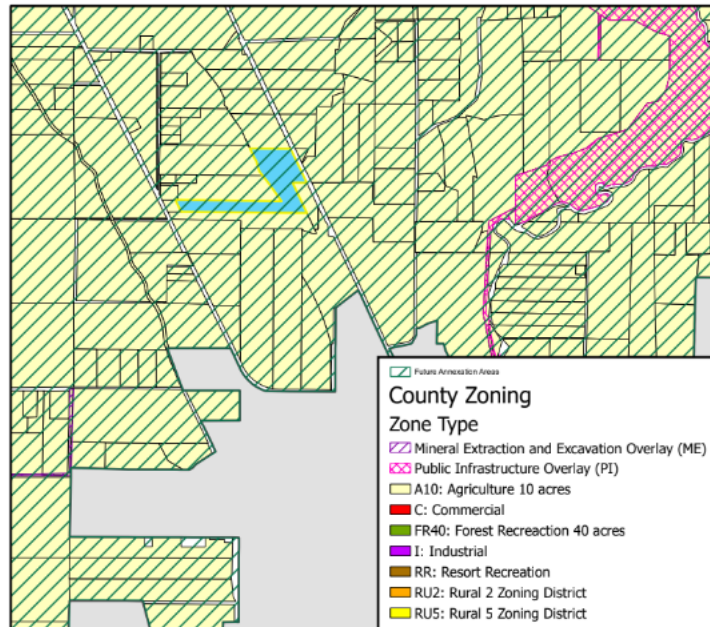
4. Staff has identified general information as pertains to the subject property to assist the Planning Commission and County Council in arriving at a decision. This information is reflected in the attached map (Attachment A) and in the following text.
  - a. Land Use Context:
    - i. Parcel status: The property does not match the configuration it had on August 8, 2006 as boundary line adjustments and the splitting of a non-contiguous portion of the parcel was done. However, the property is still legal.
    - ii. Average Lot Size: (See Attachment A)



Average Parcel Size	
Adjacent Parcels	With a Home: 3.2 Acres (4 Parcels)
	Without a Home: 12.9 Acres (19 Parcels)
1/4 Mile Buffer	With a Home: 2.2 Acres (12 Parcels)
	Without a Home: 11.7 Acres (40 Parcels)
1/2 Mile Buffer	With a Home: 4.5 Acres (37 Parcels)
	With a Home in Wellsville City: 1.4 Acres (15 Parcels)
	Without a Home: 13.4 Acres (71 Parcels)
	Without a Home in Wellsville City: 4.4 Acres (5 Parcels)

## Revised Pg. 7 - Planning Commission Recommendation

- i. Schedule of Zoning Uses: The Rural 2 (RU2) Zone is more restrictive than the Agricultural (A10) Zone. The following uses are ones that are permitted, with the use of a zoning clearance or CUP, in the Agricultural (A10) Zone but not in the Rural 2 (RU2) Zone:
  - Agricultural Manufacturing
  - Rural Kennel
  - Recreation Facility
  - Cemetery
  - Crematorium
  - Private Airport
  - Concentrated Animal Feed Operation
  - Livestock Auction Facility
  - Agritourism
  - Small-Scale Slaughter Facility
  - Winery
  - Topsoil Extraction
- ii. Adjacent Uses: The properties adjacent to the subject parcel to the east and south are primarily used for agricultural purposes while the properties to the north and west are used for agricultural and residential purposes. The nearest parcel, in the county, in the Rural 2 (RU2) Zone is located a mile to the northwest of the subject parcel.
- iii. Annexation Areas: The subject property is located within the Wellsville City future annexation area.



- The Wellsville General Plan Map, an appendix to the Wellsville City General Plan, marks this location as “Farmland Residential Cluster – 5ac”.

### B. Ordinance—§12.02.010, §17.02.060; §17.08.030 [E]

5. As per §17.02.060, Establishment of Land Use Authority, the County Council is authorized to act as the Land Use Authority for this application.

**Revised Pg. 7 - Planning Commission Recommendation**

6. The current County Land Use Ordinance does not specify appropriate locations for the Rural 2 (RU2) Zone but does contain general guidelines for its implementation. County Land Use Ordinance §17.08.030 [E] identifies the purpose of the Rural 2 (RU2) Zone and includes the following:
  - a. “To allow for residential development in a moderately dense pattern that can allow for rural subdivisions, and to allow for clustering plans larger than a single parcel. This type of development should be located and designed to not unreasonably impede adjacent agricultural uses, nor to unreasonably conflict with the development standards of adjacent municipalities.”
  - b. “To implement the policies of Cache countywide comprehensive plan, including those regarding improved roadways, density based residential standards, clustering, moderate income housing and municipality standards.”
  - c. “This zone must be appropriately served by suitable public roads, have access to the necessary water and utilities, and have adequate provision of public services.”
7. Chapter 4: Future Land Use Plan of the Cache County General Plan states:
  - a. “The use of land is one of the most important and fundamental values for landowners, residents, civic leaders, and elected officials. This determines, in large measure, the future of Cache County. The Future Land Use Map represents the County’s collective vision of our desired future. It conveys the patterns and priorities of economic development and community character, the locations of neighborhoods and industries, and the preservation of natural, agricultural, and rural landscapes.”
  - b. “The Future Land Use Plan is advisory and does not change the existing zoning of any property or the ability of landowners to continue existing legal uses consistent with the existing zoning or nonconforming uses. It serves as a starting point for conversations about regional initiatives and development proposals by illustrating how sometimes separate and uncoordinated activities can help or harm our desired future. The timing of future development will depend on a number of factors including choices made by individual landowners, aspirations of the community, and future availability of facilities and services.”
8. The future land use map (Attachment B) adopted as part of the Cache County General Plan identifies the area where the subject property is located as “Agriculture and Ranching.” *Cache County General Plan, Chapter 4, Page 26*. This section states:
  - a. Location: Private agriculture landscapes in the Cache Valley outside of municipalities.
  - b. Example Areas: Most of the valley.
  - c. Purpose and Character: Agricultural and rangeland uses on private lands under conservation easements (no public access) are expected to continue in the Valley. Separation from dense residential developments is advantageous. The agricultural landscape provides separation between adjacent municipalities and protects suitable soils.
  - d. Preferred Land Uses: Agriculture, ranching, rural residential uses at densities of less than one unit per 10 acres, Conservation Easements (CEs) and conserved public lands, Agritourism.
  - e. Secondary Land Uses: Industrial and Commercial uses directly supportive of agriculture (Processing, Packaging, Distribution), clustered subdivision developments, outdoor recreation, farm worker housing.
  - f. Discouraged Uses: Residential developments at densities of greater than one unit per 10 acres if not in a clustered subdivision development, commercial office, commercial retail, flex office/industrial, heavy industrial.

**Revised Pg. 7 - Planning Commission Recommendation**

9. The future land use map (Attachment B) adopted as part of the Cache County General Plan identifies the area where the subject property is located as “Urban Expansion Overlay.” *Cache County General Plan, Chapter 4, Page 29*. This section states:
- a. Location: Adjacent to city/town limits within municipal annexation policy areas, where future development could be accommodated with urban-level services. As communities may provide additional information, these reference areas may be updated on the Future Land Use Map without an adopted amendment to reflect the probable expansion of services within a 10 to 20 year timeframe.
  - b. Example Areas: Unincorporated enclaves between or within cities.
  - c. Purpose and Character: To provide for unified municipal growth that aligns with the municipal land use plan in an approved annexation policy area with an approved County Intergovernmental Agreement. If developed, these areas would need to be annexed into the neighboring community which would facilitate service provision. The following criteria must be met for these areas
    - i. Accommodate 20-year growth projections
    - ii. Plan for urban-level densities, intensities
    - iii. Meet urban design standards
    - iv. Connect with water and sewer providers, and urban streets
    - v. Urban services provided by the County are minimized
  - d. Preferred Land Uses: Annexations within these areas should strive to accomplish the densities, intensities, and street patterns contained where urban-level infrastructure is available. Affordable housing options are also appropriate in this area.
  - e. Secondary Land Uses: Civic (meeting spaces), residential support uses (e.g. parks, medical, schools, fire and police stations).
  - f. Discouraged Uses: Uses that are not consistent with the municipal general plan or existing county zoning.
10. Consideration of impacts related to uses allowed within the Rural 2 (RU2) Zone will be addressed as part of each respective approval process required prior to site development activities.

**C. Access—16.04.040 [A], 16.04.080 [E], Road Manual**

11. §12.02.010 adopts the Manual of Roadway Design and Construction Standards (Road Manual) for roadway improvement requirements.
12. §16.02.010 Standards and Lot Size – All subdivisions must meet the minimum lot and development standards as outlined in each base zone of the Cache County Zoning Ordinance and within this title.
13. Table §17.10.040 Site Development Standards – Minimum lot frontage required in the Rural 2 (RU2) Zone is 90 feet.
14. §17.07.040 General Definitions – Lot/Parcel Frontage: that portion of a development site that abuts a public or private roadway. For the purposes of determining setback requirements on corner lots, all sides of a lot adjacent to a roadway shall be considered frontage
15. §16.04.040 [A] Roads – All roads must be designed and constructed in accordance with Title 12 of the County Code.
16. §12.02.010 Roadway Standards – Requirements for roadway improvement are provided in the current Manual of Roadway Design and Construction Standards (Road Manual).
17. The Road Manual specifies the following:
- a. §2.1 Roadway Functional Classification – Minor Arterial (A): Minor arterial roads link cities, larger towns, and other large traffic generators and are capable of facilitating travel



**Revised Pg. 7 - Planning Commission Recommendation**

over long distances. These routes have relatively high travel speeds and minimal interferences to the through movement of traffic.

**18.** A basic review of the access to the subject property identifies the following:

**a.** An analysis of the nearest road, SR-23, is below.

**19.** SR-23 – Utah Department of Transportation (UDOT) Road:

**a.** West of the subject parcel, SR-23 is an UDOT road classified as a Minor Arterial.

**b.** The road services multiple dwellings and agricultural uses but is primarily the connection between Mendon and Wellsville with access to SR-30 and Highway 89/91.

**c.** Is maintained by UDOT.

**d.** This section of SR-23 is classified per UDOT as an Access Category 4, which has a minimum driveway spacing of 500 feet and a minimum street spacing of 660 feet.

**e.** Frontage for buildable lots in the County requires a minimum of 90 feet on a public or private road. Based on an initial review of the existing County road grid and existing driveways along SR-23, it does not appear access that meets the requirements of the County Road Manual is possible in combination with UDOT requirements.

**f.** Initial review showed that there was no access and staff recommended denial. However, after staff forwarded the staff report that recommended denial to the applicant, the applicant provided new information showing that there is a recorded 33-foot easement through Parcel 11-068-0013. Additionally, the applicant provided a copy of an approval from UDOT for access from SR-23 but it is not clear how many residential lots were approved as part of that approval.

**g.** The 33-foot right-of-way will allow for a Minor Private Road to provide frontage for future potential development. However, as they lack a 66-foot easement, they lack a sufficient right-of-way to build a Major Private Road to allow for the maximum potential of nine lots.

**D. Service Provisions:**

**20.** §16.04.080 [C] Fire Control – The County Fire District had no comments in regards to this application.

**21.** §16.04.080 [F] Solid Waste Disposal – Applicant must work with Waste Management for solid waste disposal.

**E. Public Notice and Comment—§17.02.040 Notice of Meetings**

**22.** Public notice was posted online to the Utah Public Notice Website on 19 July 2024.

**23.** Notices were posted in three public places on 22 July 2024.

**24.** Notices were mailed to all property owners within 300 feet and Wellsville City on 19 July 2024.

**25.** At this time, no written public comment regarding this proposal has been received by the Development Services Office.

## **Staff Conclusion**

---

The White Bison Acres rezone, a request to rezone 18.71 acres from the Agricultural (A10) Zone to the Rural 2 (RU2) Zone has been reviewed in conformance with Title 17 of the Cache County Land Use Ordinance and the County Manual of Roadway Design and Construction Standards. Staff has not made a recommendation based on the findings of fact identified above and any others identified at the public hearing. Although Staff has not made a recommendation for approval or denial, they can help Planning Commission draft a recommendation to County Council.

**Planning Commission Conclusion**

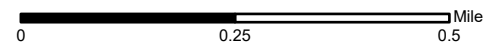
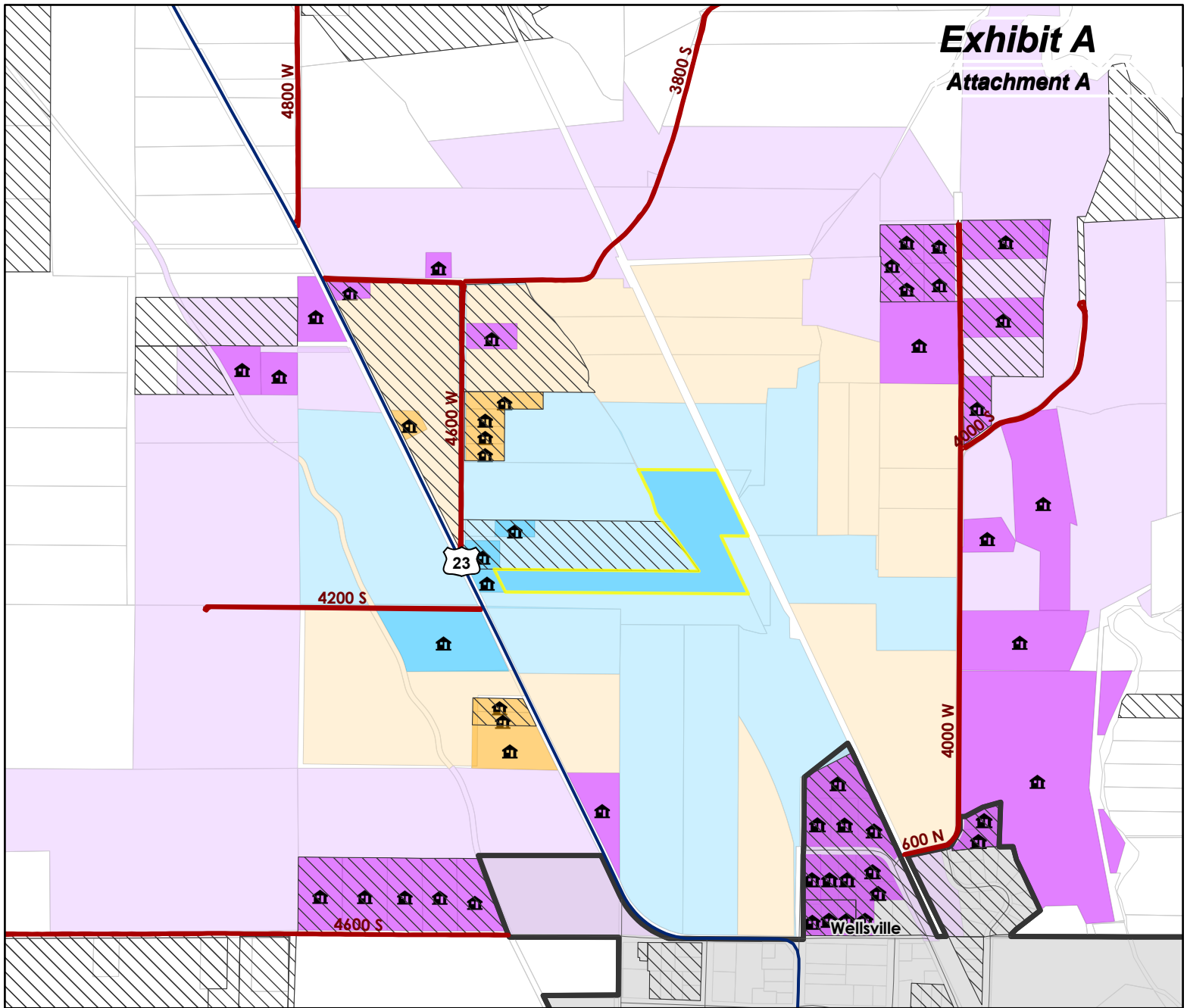
---

Based on the findings of fact noted herein, the White Bison Acres rezone is hereby recommended for denial to the County Council as follows:

1. The location of the subject property to be rezoned is not compatible with the purpose of the Rural 2 (RU2) Zone:
  - a. “This zone must be appropriately served by suitable public roads, have access to the necessary water and utilities, and have adequate provision of public services.”
  - b. The surrounding lands are agricultural lands.
2. The recorded easement that would provide access to any future development currently has a right-of-way of 33-feet. This is only enough to support a Minor Private Road which would not allow for the maximum potential of nine lots.
  - a. Additionally, it is unclear if the provided UDOT permit supports the construction of more than two homes.
3. The nearest area, in the County, that is in the Rural 2 (RU2) Zone is located one mile away.
4. The rezone is not congruent with the Wellsville City General Plan
  - a. The Wellsville City General Plan identifies this area as Farmland Residential Cluster – 5ac.
  - b. Residential – Farmland is defined within the Wellsville City General Plan as:
    - i. “This area is identified on the Land Use Plan to remain, primarily, as an agricultural production area. This area has historically been the primary farming land of the community and the City should preserve the qualities of this area by minimizing the taking of this land for residential, commercial, or industrial uses. While residential uses are somewhat compatible with agricultural uses, residential development in this area should be minimized and large areas should be required to stay in agricultural use.”

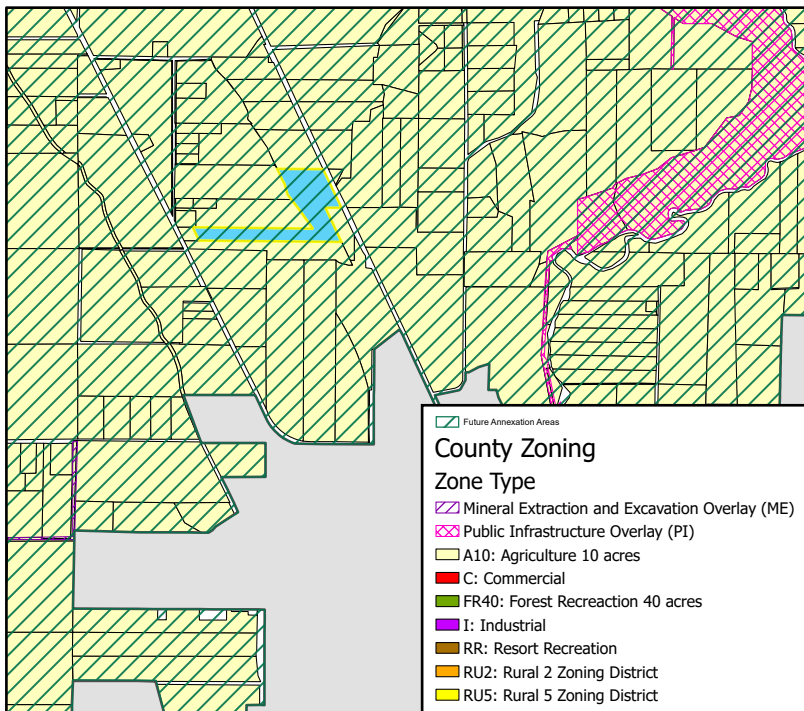
# Exhibit A

## Attachment A



### Legend

- Proposed Rezone
- Municipal Boundaries
- Subdivisions
- Parcels
- Winter Maintenance
- County Roads
- Highways



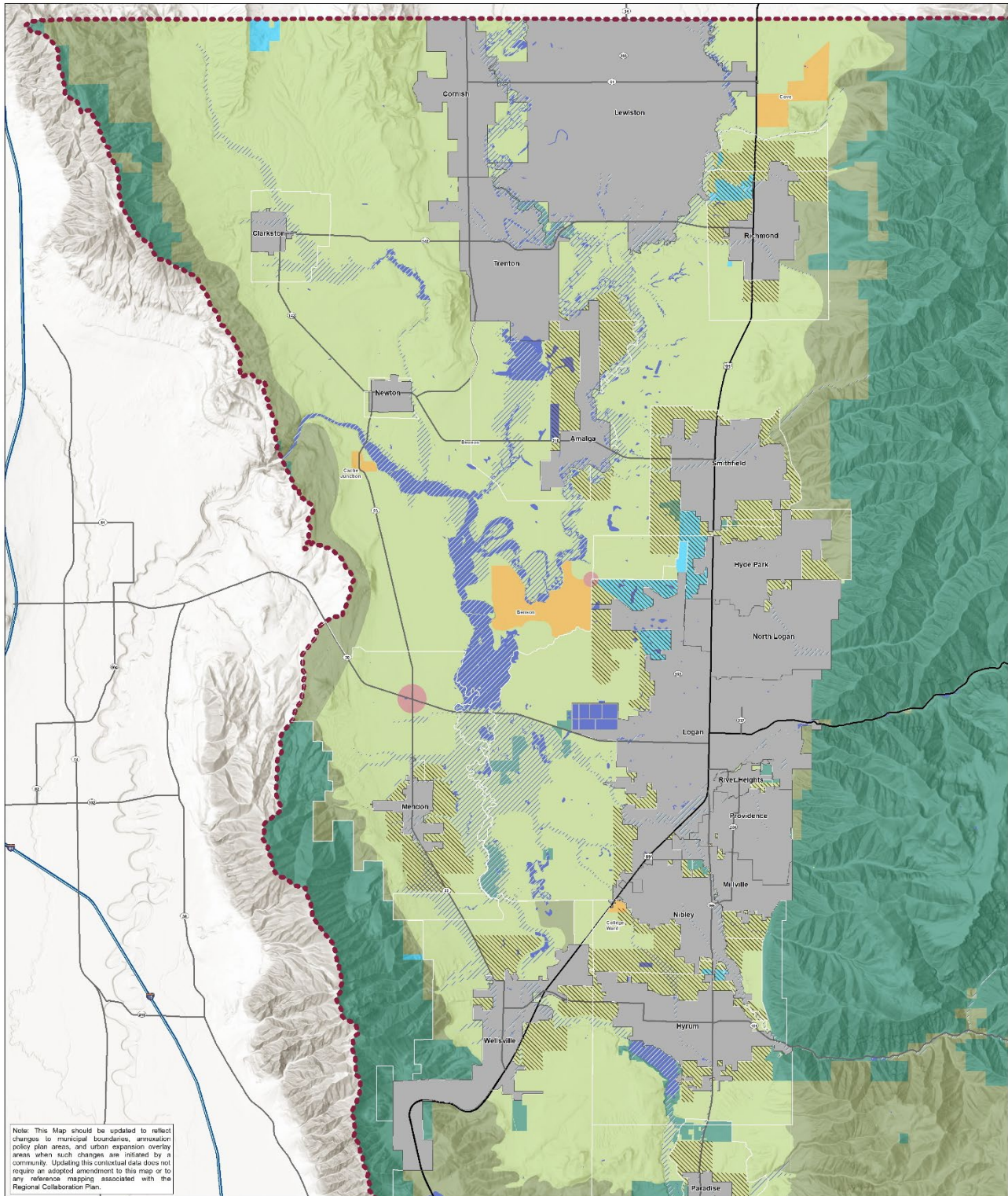
### Average Parcel Size

<b>Adjacent Parcels</b>	With a Home: 3.2 Acres (4 Parcels)
	Without a Home: 12.9 Acres (19 Parcels)
<b>1/4 Mile Buffer</b>	With a Home: 2.2 Acres (12 Parcels)
	Without a Home: 11.7 Acres (40 Parcels)
<b>1/2 Mile Buffer</b>	With a Home: 4.5 Acres (37 Parcels)
	With a Home in Wellsville City: 1.4 Acres (15 Parcels)
	Without a Home: 13.4 Acres (71 Parcels)
	Without a Home in Wellsville City: 4.4 Acres (5 Parcels)



7/9/2024





Water Bodies	Urban Expansion Overlay	Agriculture and Ranching
100 Year Floodplain	Retail Commercial	Mountain Rural and Conservation
Municipalities	Rural Community	Forest and Natural Resource
Annexation Policy Plan Areas	Industrial and Mineral Extraction	

**Cache County Future Land Use Map**

Disclaimer: This map is illustrative and for advisory purposes only. This is not a regulatory or zoning document, and locations are generalized to illustrate concepts.

Date: February 28, 2023

0 0.5 1 2 3 4 Miles



## Cache County Planning Commission –

Thank you for the notification about the desire of the owners of Parcel Tax ID: 11-069-0007 located at 4200 S Highway 23 in Wellsville Utah to rezone an agricultural (A10) zone to a rural (RU2) zone. On behalf of the owners of the neighboring 70 acres that include REED BRYCE, SUC TR DARLEY, DARLEY LIVING TRUST, TERESA LIECHTY, KATREENA DAVIS, ETC, we will like you to decline this request.

The land in this area is primarily used for agricultural and is HIGHLY dependent on the scarce water supply. By rezoning to residential it opens the door for a water well to be installed (at one or multiple sites), which will continue to deplete the very limited water supply in the area, and will directly impact the ability for the owners of the neighboring agricultural properties to farm the land and provide a living for their families.

The owners of this property (Parcel Tax ID: 11-069-0007) purchased the land full-well knowing that it was zoned as agricultural. And we plead with you to keep it as such.

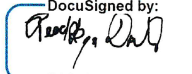

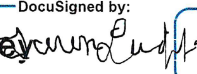
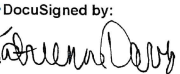
## REED BRYCE, SUC TR DARLEY

- Shanna Benson
- Buck Darley
- Jared Davis
- Colt Darley (Sally Darley Payne)
- Jake Darley
- Ashton Liechty
- Serena Sullivan
- Justin Liechty
- Danielle Ward
- Trevor Darley
- Mariah Burton
- Lacie Anderson
- Chandler Davis

DocuSigned by:  Ashton Liechty 7/24/2024	DocuSigned by:  Buck Darley 7/24/2024	DocuSigned by:  Jared Davis 7/24/2024	DocuSigned by:  Danielle Ward 7/24/2024
DocuSigned by:  Jake Darley 7/24/2024	DocuSigned by:  Jared Davis 7/24/2024	DocuSigned by:  Lacie Anderson 7/24/2024	
DocuSigned by:  Mariah Burton 7/24/2024	DocuSigned by:  Sally Darley Payne 7/24/2024	DocuSigned by:  Serena Sullivan 7/24/2024	DocuSigned by:  Shanna Benson 7/25/2024
		DocuSigned by:  Trevor Darley 7/24/2024	

## DARLEY LIVING TRUST

- R Bryce Darley
- Lorelee Darley

DocuSigned by:  R Bryce Darley 7/24/2024	DocuSigned by:  Lorelee Darley 7/24/2024	DocuSigned by:  Teresa Liechty 7/25/2024	DocuSigned by:  Katreena Davis 7/25/2024
--	---	--	--

## TERESA LIECHTY

- Teresa Liechty

## KATREENA DAVIS

- Katreena Davis

Cache County Planning Commission –

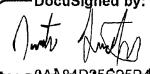
Thank you for the notification about the desire of the owners of Parcel Tax ID: 11-069-0007 located at 4200 S Highway 23 in Wellsville Utah to rezone an agricultural (A10) zone to a rural (RU2) zone. On behalf of the owners of the neighboring 70 acres that include REED BRYCE, SUC TR DARLEY, DARLEY LIVING TRUST, TERESA LIECHTY, KATREENA DAVIS, ETC, we will like you to decline this request.

The land in this area is primarily used for agricultural and is HIGHLY dependent on the scarce water supply. By rezoning to residential it opens the door for a water well to be installed (at one or multiple sites), which will continue to deplete the very limited water supply in the area, and will directly impact the ability for the owners of the neighboring agricultural properties to farm the land and provide a living for their families.

The owners of this property (Parcel Tax ID: 11-069-0007) purchased the land full-well knowing that it was zoned as agricultural. And we plead with you to keep it as such.

REED BRYCE, SUC TR DARLEY

- Shanna Benson
- Buck Darley
- Jared Davis
- Colt Darley (Sally Darley Payne)
- Jake Darley
- Ashton Liechty
- Serena Sullivan
- Justin Liechty
- Danielle Ward
- Trevor Darley
- Mariah Burton
- Lacie Anderson
- Chandler Davis

DocuSigned by:  
  
Justin Liechty  
7/25/2024

DARLEY LIVING TRUST

- R Bryce Darley
- Lorelee Darley

TERESA LIECHTY

- Teresa Liechty

KATREENA DAVIS

- Katreena Davis



Cache County Planning Commission  
Development Services Division  
179 N Main, Ste 305  
Logan, UT 84321

To Whom it May Concern,

I am writing this letter to protest the land use application request that Jed Willets submitted proposing to rezone 18.71 acres from Agricultural (A10) Zone to Rural 2 (RU2) Zone north of Wellsville, UT.

My husband and I own 10 acres directly bordering to the south and west of Mr. Willets property. I have six concerns about this rezone: right of-way and property access, water availability, open space, safety, noise and trespassing.

### **Right-of-Way and Property Access**

My first concern is right-of-way. The right-of-way to the proposed subdivision is through my property. When we purchased this property we granted right of way with the understanding that there would only be one home built on the adjacent property. If this rezone is approved there could be nine homes built on this property. There could easily be 18 or more vehicles using this road every day. My peaceful 10 - acre property could quickly become a noisy, dusty side of the road.

Another right-of-way concern has to do with liability. Many people will have access to this road. This land is zoned for agricultural use. I plan to use my land for agriculture purposes such as grazing animals, growing alfalfa and other field crops. When we have grazing animals we would gate the road running through my property so animals cannot get on the state highway. I understand that all property owners who have right-of-way would need the combination or have access to the gate on the road. The problem arises when someone does not close the gate and the animals get out on the highway. Who would be responsible for a car hitting an animal? Probably the owner of the property and animal (me!), not the person who left the gate open would be found responsible. In addition there is no turn lane and a very small shoulder of the road next to the property access. This is especially dangerous because people will have to stop their car and get out on the highway to open the gate.

### **Water Availability**

Currently the property has one water right for a well permit. Having nine wells drilled on this property could have detrimental effects to the aquifer and would go against the current water right allocation.

### **Open Space**

The county master plan was changed a few years ago to preserve open space and keep the agricultural feel of Cache Valley. Why do we have agricultural zoning if it can be so easily changed to put a subdivision in the middle of agricultural land? I bought this piece of property in an agricultural zone so I could have space to follow agricultural pursuits. I did not understand or anticipate that this land could be surrounded by subdivisions so easily. The planning and zoning commission has a responsibility to follow the county master plan and keep our agricultural land agricultural.

**Safety, Noise and Trespassing**

Putting 9 homes on Mr. Willets' property has many safety issues, especially when it is surrounded by agricultural land. People who live near agricultural land often think they should have access to whatever open space there is. We have animals and equipment on our land. We are concerned that kids and teenagers who may live near may try to access our property, shoot guns, start fires, play with animals and make a lot of noise. Currently there is a Air BNB near the property. People staying there have no respect for the adjacent land owners property. People go under fences, play loud music, drink irresponsibly and let their dogs run wherever they want. Rezoning this property to RU2 will only increase the opportunities for others to trespass and increase risk to humans, animals and personal property.

Thank you for your consideration of these concerns. Please feel free to contact me should you have any questions. My phone # is 435-770-1920, my email is larsen7w@icloud.com

Sincerely,

Marci Larsen



## WELLSVILLE CITY CORPORATION

75 East Main  
P.O. Box 6  
Wellsville, Utah 84339  
Phone: 435-245-3686  
Fax: 435-245-7958

**CITY MANAGER/RECORDER**

Scott E. Wells

**CITY TREASURER**

Leesa M. Cooper

## Exhibit A

### Attachment E

**MAYOR**

Thomas G. Bailey

**CITY COUNCIL**

Kaylene Ames

Carl P. Leatham

Bob Lindley

Denise N. Lindsay

Austin V. Wood

August 6, 2024

Cache County Council and Planning Commission  
199 North Main  
Logan, Utah 84321

To Whom it May Concern:

This is a letter to confirm that Wellsville City Corporation has some concerns with the White Bison Acres rezone of the 18.71 acres of property located at 4200 South Highway 23, Wellsville from the Agricultural (A10) Zone to the Rural 2 (RU2) Zone.

This property is located inside of our Wellsville City annexation area and will be annexed into Wellsville City in time. With this future annexation we would like developments in Cache County to better fit with the Wellsville City standards. This would include road standards and widths.

Additionally, this property does not have any street frontage. This lack of street frontage would classify the parcel as a flag lot and flag lots are not allowed in Wellsville City.

We also do not allow cul-de-sacs but would rather have stubbed roads that allow for future growth from a development and still allow for garbage and fire protection.

We appreciate your consideration in this matter.

Thanks,

Scott E. Wells  
Wellsville City Manager/Recorder

*"The Gateway To Bridgerland"*

## Hold a Public Hearing

### Ordinance 2024-14 – River Side Rezone

**Agenda request submitted by:** Stephen Nelson, Director of Development Services –  
Forwarded from the County Planning Commission

**Assisting Department:** Development Services

**Requested Council meeting date:** August 27th, 2024

**Agenda Item Language:** Hold a public hearing for Ordinance 2024-14 River Side Rezone – A request to rezone 20.47 acres located at 616 W. 7800 S., Paradise, from the Agricultural (A10) Zone to the Rural 2 (RU2) Zone.

**Action:** Planning Commission – Recommendation of Denial (7-yea; 0-nay)

**Background:** A request to rezone 20.47 acres located at 616 W. 7800 S., Paradise, from the Agricultural (A10) Zone to the Rural 2 (RU2) Zone.

**Fiscal Impact:** N/A

**Public Hearing Required:** Rezone requests require a public hearing before the County Planning Commission (PC). This hearing was held on August 1<sup>st</sup>, 2024 and their recommendation to deny the rezone was made on August 1<sup>st</sup>, 2024.

No additional hearing is required under the requirements of the State Code, however, the Council has previously directed it is beneficial to rehear the public comment and hold an additional hearing before the Council.  
See attached for additional information.

**County Staff Presenter:** Stephen Nelson, Director of Development Services

**Presentation Time:** 10 minutes.

**County Staff Point of Contact:** Conner Smith, Assistant Planner

**Legal Review:** N/A

**Ord 2024-14**  
**River Side Rezone**  
**Amending the Cache County Zoning Map by rezoning**  
**20.47 acres of property from the Agricultural (A10) Zone**  
**to the Rural 2 (RU2) Zone**

**County Council action**

Set a public hearing on August 13<sup>th</sup>, 2024 to be held on August 27<sup>th</sup>, 2024.

If approved, the rezone will take effect 15 days from the date of approval.

**Planning Commission action**

Denial (7-yea; 0-nay).

Public hearing held on August 1<sup>st</sup>, 2024

Conclusion: Based on the findings of fact noted [in the staff report], the River Side Rezone is hereby recommended for denial to the County Council as follows:

1. The area is not conducive to residential development due to the presence of sensitive areas including, but not limited to, wetlands, moderate and steep slopes, and wildfire hazard areas.
2. The location of the subject property to be rezoned is not compatible with the purpose of the Rural 2 (RU2) Zone:
  - a. To allow for residential development in a moderately dense pattern that can allow for rural subdivisions, and to allow for clustering plans larger than a single parcel. This type of development should be located and designed to not unreasonably impede adjacent agricultural uses, nor to unreasonably conflict with the development standards of adjacent municipalities.
  - b. To implement the policies of Cache countywide comprehensive plan, including those regarding improved roadways, density based residential standards, clustering, moderate income housing and municipality standards.
  - c. This zone must be appropriately served by suitable public roads, have access to the necessary water and utilities, and have adequate provision of public services.
3. The subject property is potentially not consistent with the Cache County General Plan:
  - a. The Cache County General Plan has identified this area as “Agriculture and Ranching” which places an emphasis on agricultural production. The Rural 2 (RU2) Zone has limited agricultural potential as many agriculture related uses are not possible within the Rural 2 (RU2) Zone.



36                   b. The Cache County General Plan indicates that, should any potential subdivisions  
37                   not be clustered, densities of residential developments that are greater than one  
38                   unit per ten acres are discouraged.

39           4. The nearest parcel, in the County, in the Rural 2 (RU2) Zone is located two miles to the  
40           south of the subject parcel.

41   **Staff Report review by Development Services Director**

42   Stephen Nelson

43

44   **Staff Report by County Planner**

45   Conner Smith

46

47   **General Description**

48   This ordinance amends the County Zoning Map by rezoning 20.47 acres from the Agricultural  
49   (A10) Zone to the Rural 2 (RU2) Zone.

50

51   **Additional review materials included as part of Exhibit A**

52   Staff Report to Planning Commission - revised

## Staff Report: River Side Rezone

1 August 2024

This staff report is an analysis of the application based on adopted county documents, standard county development practices, and available information. The report is to be used to review and consider the merits of the application. Additional information may be provided that supplements or amends this staff report.

**Agent:** Wayne Ruud

**Parcel ID#:** 01-086-0004, 01-087-0002

**Staff Recommendation:** None

**Type of Action:** Legislative

**Land Use Authority:** Cache County Council

## Location

*Reviewed by Conner Smith*

**Project Address:**

616 W. 7800 S.

Paradise

**Acres:** 20.47

**Surrounding Uses:**

North – Agricultural

South – Agricultural/Residential

East – Agricultural/Residential

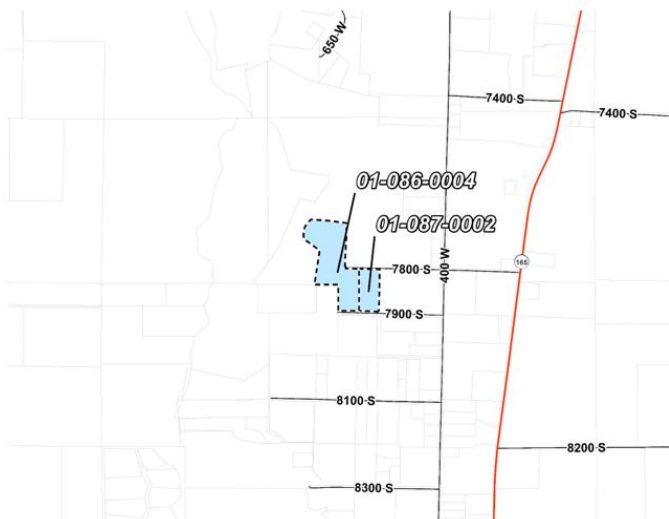
West – Agricultural

**Current Zoning:**

Agricultural (A10)

**Proposed Zoning:**

Rural 2 (RU2)



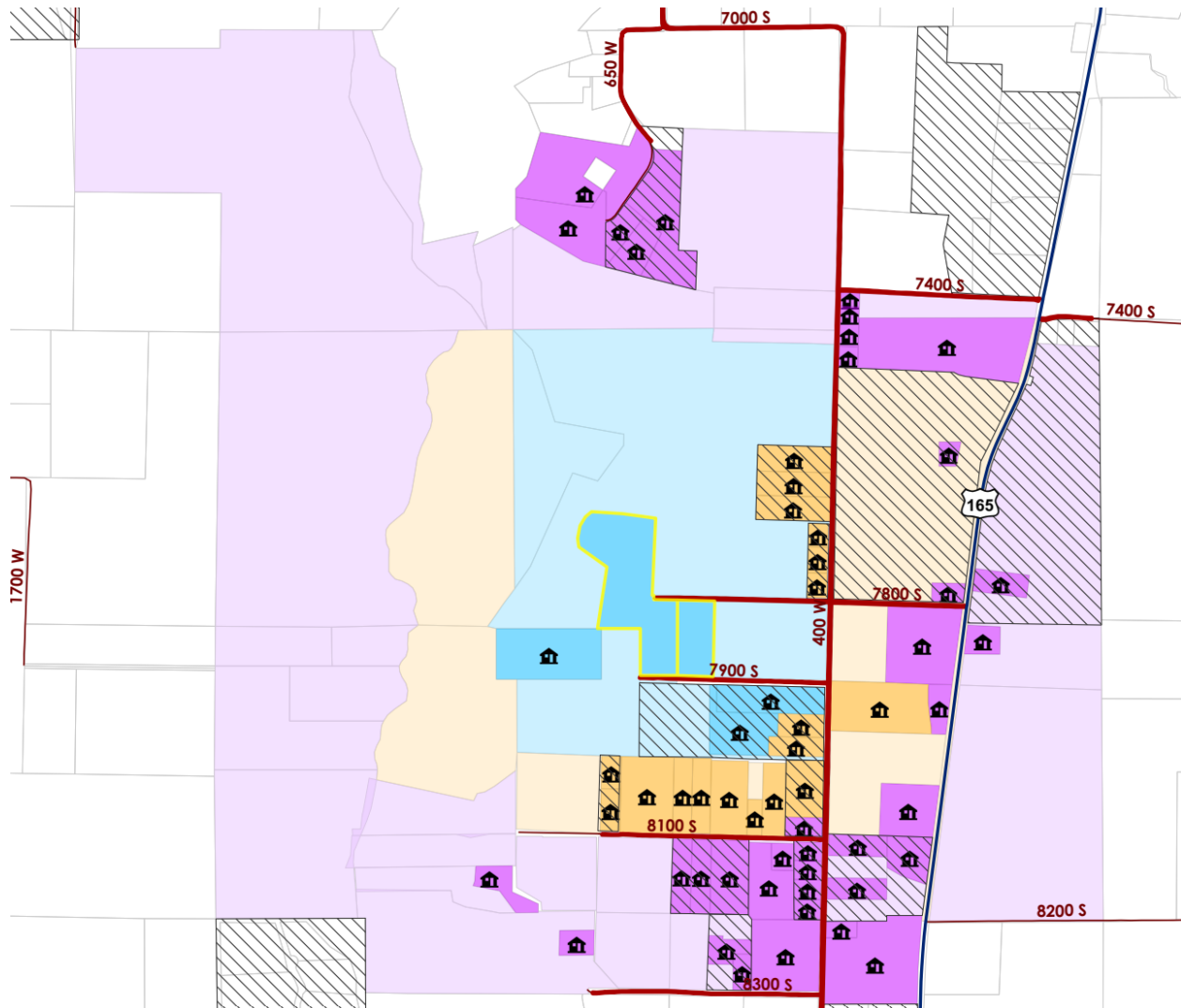
## Findings of Fact

### A. Request description

1. A request to rezone 20.47 acres from the Agricultural (A10) Zone to the Rural 2 (RU2) Zone.
2. Should the rezone request be approved, the maximum number of potential lots will be nine.
  - a. Parcel 01-086-0004 will have seven potential lots.
  - b. Parcel 01-087-0002 will have two potential lots.
3. This rezone may allow the parcel to establish uses permitted in the Rural 2 (RU2) Zone. A rezone request is general in nature and is not tied to any proposed use. Any impacts related to permitted and conditional uses allowed within Rural 2 (RU2) Zone will be addressed as part of each respective approval process required prior to site development activities.

## Revised Pg. 9 - Planning Commission Recommendation

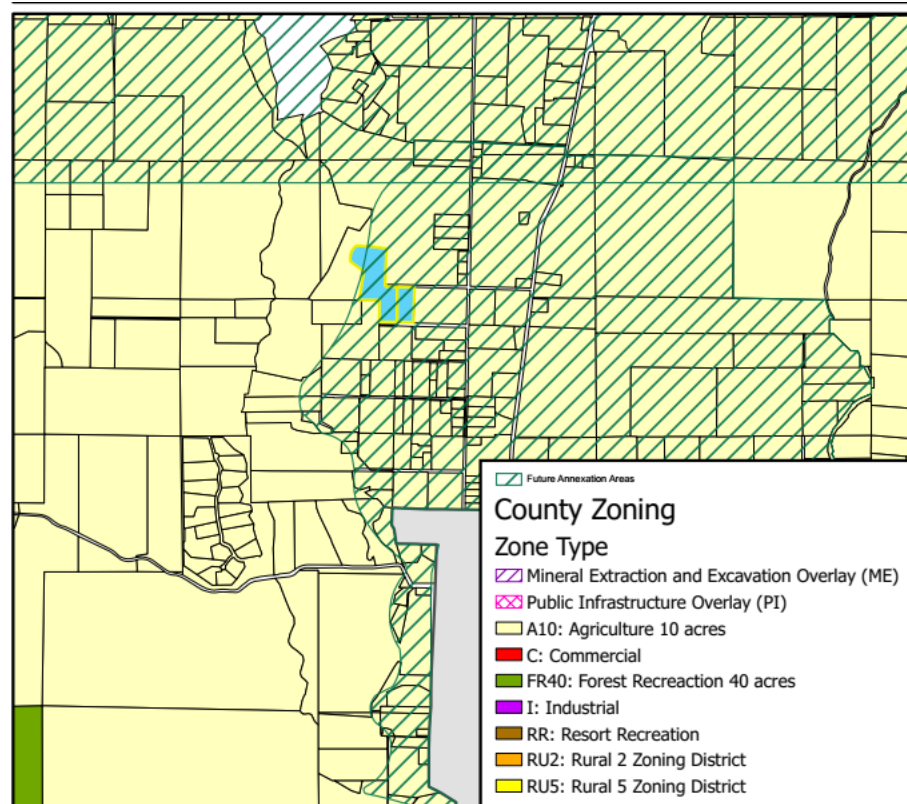
4. Staff has identified general information as pertains to the subject property to assist the Planning Commission and County Council in arriving at a decision. This information is reflected in the attached map (Attachment A) and in the following text.
  - a. Land Use Context:
    - i. Parcel status: The property matches the configuration it had on August 8, 2006 and is legal.
    - ii. Average Lot Size: (See Attachment A)



Average Parcel Size	
Adjacent Parcels	With a Home: 7 Acres (3 Parcels)
	Without a Home: 23.2 Acres (10 Parcels)
1/4 Mile Buffer	With a Home: 3.6 Acres (21 Parcels)
	Without a Home: 21.4 Acres (19 Parcels)
1/2 Mile Buffer	With a Home: 3.7 Acres (58 Parcels)
	Without a Home: 24.2 (52 Parcels)

**Revised Pg. 9 - Planning Commission Recommendation**

- i. Schedule of Zoning Uses: The Rural 2 (RU2) Zone is more restrictive than the Agricultural (A10) Zone. The following uses are ones that are permitted, with the use of a zoning clearance or CUP, in the Agricultural (A10) Zone but not in the Rural 2 (RU2) Zone:
- Agricultural Manufacturing
  - Rural Kennel
  - Recreation Facility
  - Cemetery
  - Crematorium
  - Private Airport
  - Concentrated Animal Feed Operation
  - Livestock Auction Facility
  - Agritourism
  - Small-Scale Slaughter Facility
  - Winery
  - Topsoil Extraction
- ii. Adjacent Uses: The properties adjacent to the subject parcel to the north and west are primarily used for agricultural purposes while the properties to the south and east are primarily used for agricultural and residential purposes. The nearest parcel, in the county, in the Rural 2 (RU2) Zone is located two miles to the south of the subject parcel.
- iii. Annexation Areas: The subject property is located within the Paradise City future annexation area.



- Paradise City has no General Plan and has not specified what the future zoning for these parcels will be.

**B. Ordinance—§12.02.010, §17.02.060; §17.08.030 [E]**

5. As per §17.02.060, Establishment of Land Use Authority, the County Council is authorized to act as the Land Use Authority for this application.
6. The current County Land Use Ordinance does not specify appropriate locations for the Rural 2 (RU2) Zone but does contain general guidelines for its implementation. County Land Use Ordinance §17.08.030 [E] identifies the purpose of the Rural 2 (RU2) Zone and includes the following:
  - a. “To allow for residential development in a moderately dense pattern that can allow for rural subdivisions, and to allow for clustering plans larger than a single parcel. This type of development should be located and designed to not unreasonably impede adjacent agricultural uses, nor to unreasonably conflict with the development standards of adjacent municipalities.”
  - b. “To implement the policies of Cache countywide comprehensive plan, including those regarding improved roadways, density based residential standards, clustering, moderate income housing and municipality standards.”
  - c. “This zone must be appropriately served by suitable public roads, have access to the necessary water and utilities, and have adequate provision of public services.”
7. Chapter 4: Future Land Use Plan of the Cache County General Plan states:
  - a. “The use of land is one of the most important and fundamental values for landowners, residents, civic leaders, and elected officials. This determines, in large measure, the future of Cache County. The Future Land Use Map represents the County’s collective vision of our desired future. It conveys the patterns and priorities of economic development and community character, the locations of neighborhoods and industries, and the preservation of natural, agricultural, and rural landscapes.”
  - b. “The Future Land Use Plan is advisory and does not change the existing zoning of any property or the ability of landowners to continue existing legal uses consistent with the existing zoning or nonconforming uses. It serves as a starting point for conversations about regional initiatives and development proposals by illustrating how sometimes separate and uncoordinated activities can help or harm our desired future. The timing of future development will depend on a number of factors including choices made by individual landowners, aspirations of the community, and future availability of facilities and services.”
8. The future land use map (Attachment B) adopted as part of the Cache County General Plan identifies the area where the subject property is located as “Agriculture and Ranching.” *Cache County General Plan, Chapter 4, Page 26*. This section states:
  - a. Location: Private agriculture landscapes in the Cache Valley outside of municipalities.
  - b. Example Areas: Most of the valley.
  - c. Purpose and Character: Agricultural and rangeland uses on private lands under conservation easements (no public access) are expected to continue in the Valley. Separation from dense residential developments is advantageous. The agricultural landscape provides separation between adjacent municipalities and protects suitable soils.
  - d. Preferred Land Uses: Agriculture, ranching, rural residential uses at densities of less than one unit per 10 acres, Conservation Easements (CEs) and conserved public lands, Agritourism.
  - e. Secondary Land Uses: Industrial and Commercial uses directly supportive of agriculture (Processing, Packaging, Distribution), clustered subdivision developments, outdoor recreation, farm worker housing.

- ### C. Access—16.04.040 [A], 16.04.080 [E], Road Manual

- 5 of 9

## Revised Pg. 9 - Planning Commission Recommendation

- a. §2.1 Roadway Functional Classification – Minor Local (L) Road: Minor local roads serve almost exclusively to provide access to properties adjacent to the road. Minor local roads generally serve residential or other non-commercial land uses. Many minor local roads are cul-de-sacs or loop roads with no through continuity. The length of minor local roads is typically short. Because the sole function of local roads is to provide local access, such roads are used predominantly by drivers who are familiar with them.
- 18. A basic review of the access to the subject property identifies the following:
  - a. Primary access to the subject property is 7800 S.
- 19. 7800 South – County Road:
  - a. North of the subject parcel, 7800 South is a County road classified as a Minor Local.
  - b. The road services agricultural and residential lands.
  - c. Has a variable right-of-way, a paved width of 20 feet, and a posted speed limit of 55 mph.
  - d. Is maintained year round by the county.
  - e. Is considered acceptable as to travel lanes, right-of-way, paved shoulder, gravel shoulder, clear zone, and material.
  - f. Currently has a minimum driveway spacing of 10 feet and a minimum street spacing of 300 feet.

### Analysis of Existing Roadway - Along Frontage

Roadway Element	Existing Width (ft)	Required Width (ft)	Comments or Findings
Travel Lanes	20	20	OK
Right-of-Way	Varies	66	OK
Paved Shoulder	0	0	OK
Gravel Shoulder	4	4	OK
Clear Zone (4:1)	10	10	OK
Material	Paved	Paved	OK
Structural			Base is visually OK

### Access Management

Classification	Min. Spacing Standard (ft)		
	Public/Private Roads	Commercial	Residential/Farm Access
Minor Local	300	Not Permitted	10

Driveways for all uses except single family homes shall not be closer than eight (8) feet to an adjacent interior property line. Single family homes may be granted with two (2) feet of the property line.





### 20. 7900 South – County Road:

- a. South of the subject parcel, 7900 South is a County road classified as a Minor Local.
- b. The road services agricultural and residential lands.
- c. Has a variable right-of-way, an unpaved width of 20 feet, and a posted speed limit of 55 mph.
- d. Is maintained year round by the county.
- e. Is considered substandard in terms of gravel shoulder and material.
- f. Currently has a minimum driveway spacing of 10 feet and a minimum street spacing of 300 feet.

### Analysis of Existing Roadway - Along Frontage

Roadway Element	Existing Width (ft)	Required Width (ft)	Comments or Findings
Travel Lanes	20	20	OK
Right-of-Way	Varies	66	OK
Paved Shoulder	0	0	OK
Gravel Shoulder	0	4	Substandard
Clear Zone (4:1)	10	10	OK
Material	Gravel	Paved	Substandard
Structural			Base is visually OK



**Access Management**

Classification	Min. Spacing Standard (ft)		
	Public/Private Roads	Commercial	Residential/Farm Access
Minor Local	300	Not Permitted	10

Driveways for all uses except single family homes shall not be closer than eight (8) feet to an adjacent interior property line. Single family homes may be granted with two (2) feet of the property line.

**D. Service Provisions:**

21. §16.04.080 [C] Fire Control – The County Fire District had no comment in regard to this application.
22. §16.04.080 [F] Solid Waste Disposal – Applicant must work with Waste Management for solid waste disposal.
23. §17.18.040 Sensitive Areas – Sensitive areas are present on Parcel 01-086-0004.
  - a. Steep slopes and wetlands are present on this parcel.
  - b. Per §17.18.040, steep slopes and wetlands are non-developable.
  - c. As these parcels are being converted to the Rural 2 (RU2) Zone, a density calculation must be performed. This means that the net developable acreage will be calculated by removing the acreage of non-developable acreage, in this case steep slopes and wetlands, from the gross acreage (20.47 acres).

**E. Public Notice and Comment—§17.02.040 Notice of Meetings**

24. Public notice was posted online to the Utah Public Notice Website on 19 July 2024.
25. Notices were posted in three public places on 22 July 2024.

26. Notices were mailed to all property owners within 300 feet and Paradise City on 19 July 2024.
27. At this time, no written public comment regarding this proposal has been received by the Development Services Office.

## **Conclusion**

---

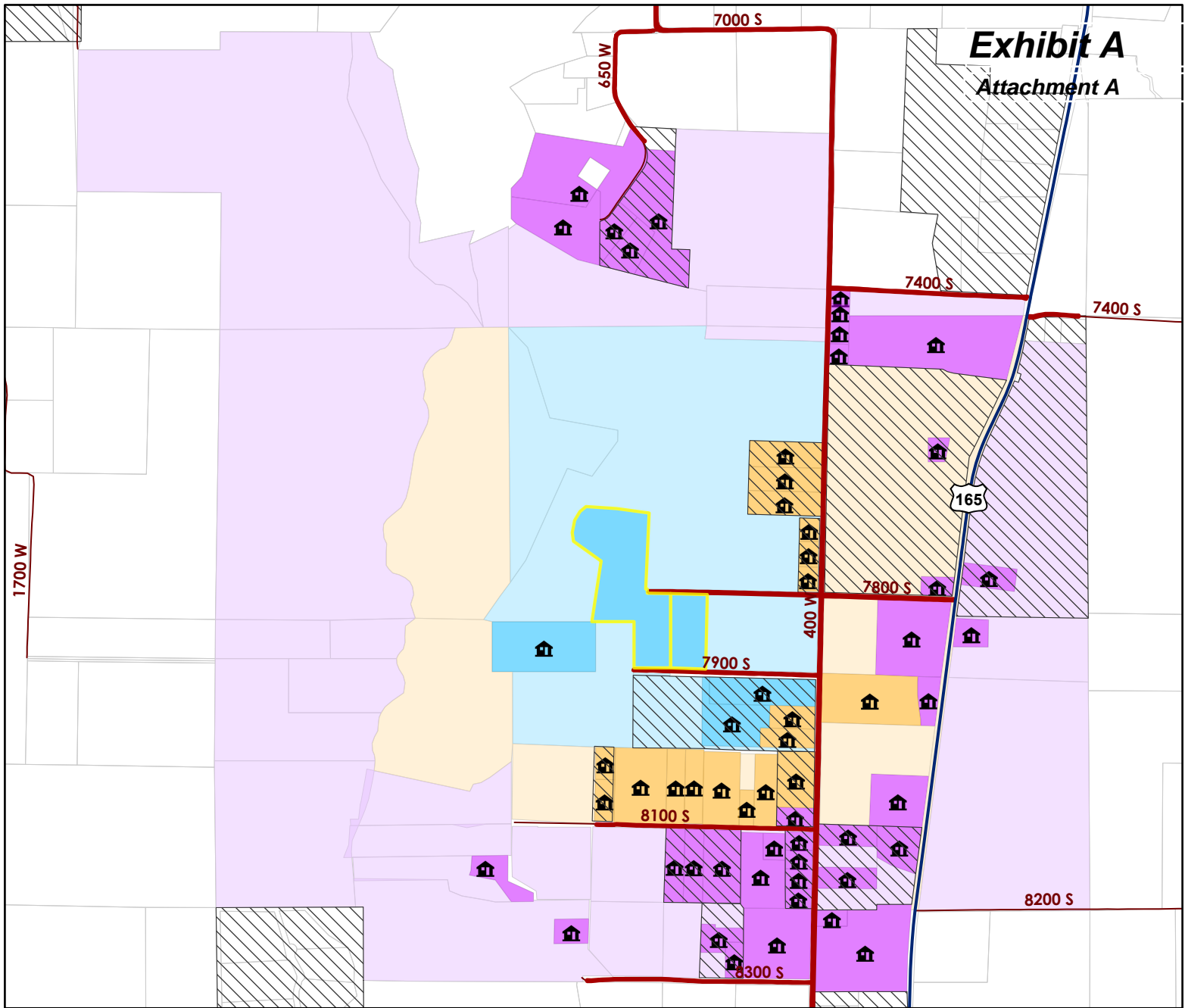
The River Side rezone, a request to rezone 20.47 acres from the Agricultural (A10) Zone to the Rural 2 (RU2) Zone has been reviewed in conformance with Title 17 of the Cache County Land Use Ordinance and the County Manual of Roadway Design and Construction Standards. Staff has not made a recommendation based on the findings of fact identified above and any others identified at the public hearing. Although Staff has not made a recommendation for approval or denial, they can help Planning Commission draft a recommendation to County Council.

## **Planning Commission Conclusion**

---

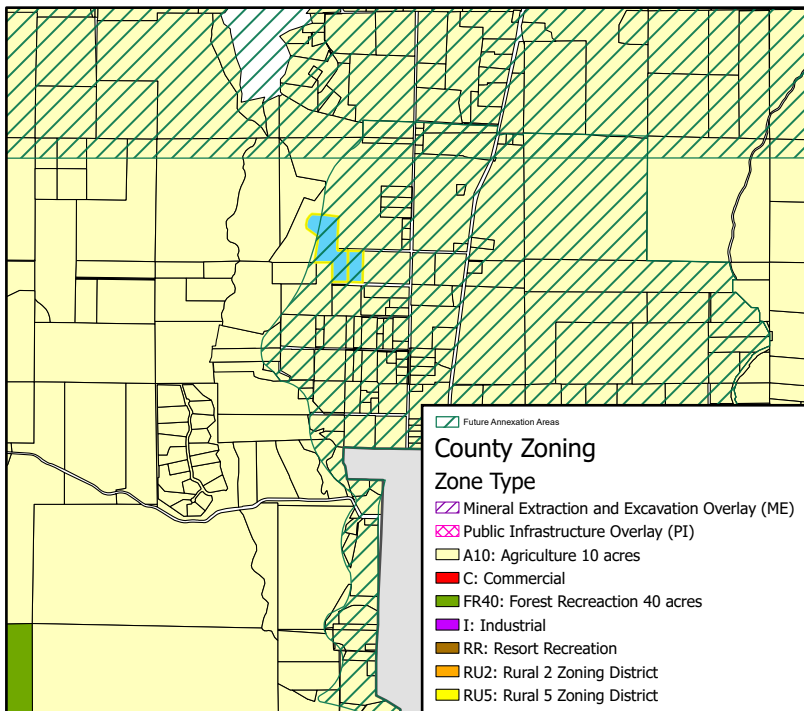
Based on the findings of fact noted herein, the River Side rezone is hereby recommended for denial to the County Council as follows:

1. The area is not conducive to residential development due to the presence of sensitive areas including, but not limited to, wetlands, moderate and steep slopes, and wildfire hazard areas.
2. The location of the subject property to be rezoned is not compatible with the purpose of the Rural 2 (RU2) Zone:
  - a. To allow for residential development in a moderately dense pattern that can allow for rural subdivisions, and to allow for clustering plans larger than a single parcel. This type of development should be located and designed to not unreasonably impede adjacent agricultural uses, nor to unreasonably conflict with the development standards of adjacent municipalities.
  - b. To implement the policies of Cache countywide comprehensive plan, including those regarding improved roadways, density based residential standards, clustering, moderate income housing and municipality standards.
  - c. This zone must be appropriately served by suitable public roads, have access to the necessary water and utilities, and have adequate provision of public services.
3. The subject property is potentially not consistent with the Cache County General Plan.
  - a. The Cache County General Plan has identified this area as “Agriculture and Ranching” which places an emphasis on agricultural production. The Rural 2 (RU2) Zone has limited agricultural potential as many agriculture related uses are not possible within the Rural 2 (RU2) Zone.
  - b. The Cache County General Plan indicates that, should any potential subdivisions not be clustered, densities of residential developments that are greater than one unit per ten acres are discouraged.
4. The nearest parcel, in the county, in the Rural 2 (RU2) Zone is located two miles to the south of the subject parcel.



# Exhibit A

## Attachment A



### Legend

- Proposed Rezone
- Municipal Boundaries
- Subdivisions
- Parcels
- Winter Maintenance
- County Roads
- Highways

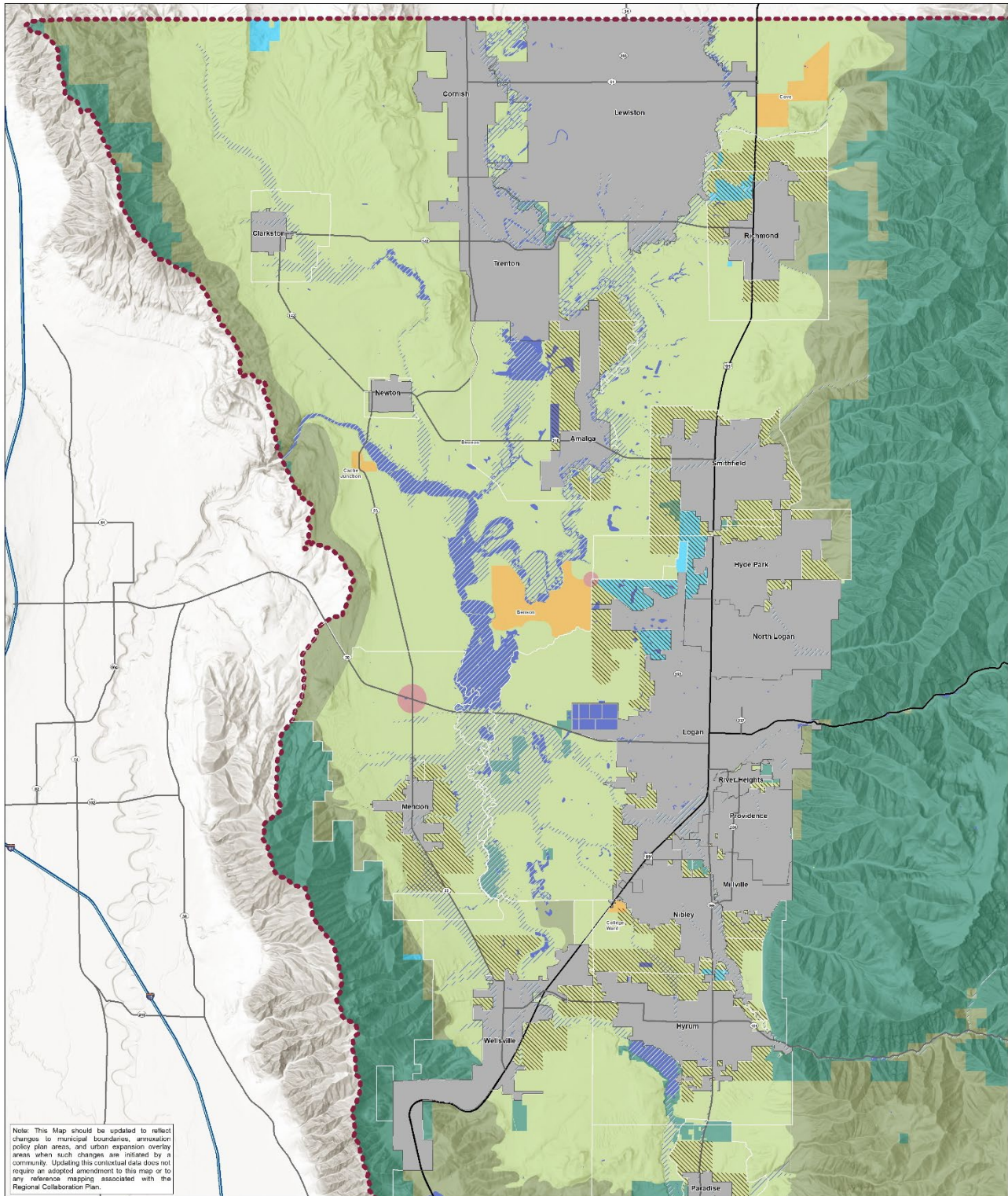
### Average Parcel Size

<b>Adjacent Parcels</b>	With a Home: 7 Acres (3 Parcels)
	Without a Home: 23.2 Acres (10 Parcels)
<b>1/4 Mile Buffer</b>	With a Home: 3.6 Acres (21 Parcels)
	Without a Home: 21.4 Acres (19 Parcels)
<b>1/2 Mile Buffer</b>	With a Home: 3.7 Acres (58 Parcels)
	Without a Home: 24.2 (52 Parcels)



7/9/2024





Water Bodies	Urban Expansion Overlay	Agriculture and Ranching
100 Year Floodplain	Retail Commercial	Mountain Rural and Conservation
Municipalities	Rural Community	Forest and Natural Resource
Annexation Policy Plan Areas	Industrial and Mineral Extraction	

**Cache County Future Land Use Map**

Disclaimer: This map is illustrative and for advisory purposes only. This is not a regulatory or zoning document, and locations are generalized to illustrate concepts.

Date: February 28, 2023

0 0.5 1 2 3 4 Miles





## Hold a Public Hearing

### Ordinance 2024-15 – Marshall P Maughan Family Trust 14 Acres – Currently A10 Rezone

**Agenda request submitted by:** Stephen Nelson, Director of Development Services –  
Forwarded from the County Planning Commission

**Assisting Department:** Development Services

**Requested Council meeting date:** August 27th, 2024

**Agenda Item Language:** Hold a public hearing for Ordinance 2024-15 Marshall P Maughan Family Trust 14 Acres – Currently A10 Rezone – A request to rezone 14.00 acres located at 3201 S. Highway 23, Wellsville, from the Agricultural (A10) Zone to the Rural 2 (RU2) Zone.

**Action:** Planning Commission – Recommendation of Denial (7-yea; 0-nay)

**Background:** A request to rezone 14.00 acres located at 3201 S. Highway 23, Wellsville, from the Agricultural (A10) Zone to the Rural 2 (RU2) Zone.

**Fiscal Impact:** N/A

**Public Hearing Required:** Rezone requests require a public hearing before the County Planning Commission (PC). This hearing was held on August 1<sup>st</sup>, 2024 and their recommendation to deny the rezone was made on August 1<sup>st</sup>, 2024.

No additional hearing is required under the requirements of the State Code, however, the Council has previously directed it is beneficial to rehear the public comment and hold an additional hearing before the Council.  
See attached for additional information.

**County Staff Presenter:** Stephen Nelson, Director of Development Services

**Presentation Time:** 10 minutes.

**County Staff Point of Contact:** Conner Smith, Assistant Planner

**Legal Review:** N/A

**Ord 2024-15**

**Marshall P Maughan Family Trust 14 Acres – Currently A10 Rezone  
Amending the Cache County Zoning Map by rezoning  
14.00 acres of property from the Agricultural (A10) Zone  
to the Rural 2 (RU2) Zone**

**County Council action**

Set a public hearing on August 13<sup>th</sup>, 2024 to be held on August 27<sup>th</sup>, 2024.

If approved, the rezone will take effect 15 days from the date of approval.

**Planning Commission action**

Denial (7-yea; 0-nay).

Public hearing held on August 1<sup>st</sup>, 2024

Conclusion: Based on the findings of fact noted [in the staff report], the Marshall P Maughan Family Trust 14 Acres – Currently A10 rezone is hereby recommended for denial to the County Council as follows:

1. The applicant failed to provide any approval from the Utah Department of Transportation (UDOT) that would approve access from SR-23 to any potential developments.
  - a. The applicant has potential to put seven new parcels on this parcel. UDOT might consider this a substantial increase and, depending on if it is congruent with their plans, might deny access.
  - b. The only frontage this parcel has is SR-23. This means that in the event UDOT denies any access to this property there will be no other way to access the property.
2. The subject property is potentially not consistent with the Cache County General Plan.
  - a. The Cache County General Plan has identified this area as “Agriculture and Ranching” which places an emphasis on agricultural production. The Rural 2 (RU2) Zone has limited agricultural potential as many agriculture related uses are not possible within the Rural 2 (RU2) Zone.
  - b. The Cache County General Plan indicates that, should any potential subdivisions not be clustered, densities of residential developments that are greater than one unit per ten acres are discouraged.

**Staff Report review by Development Services Director**

Stephen Nelson

38 **Staff Report by County Planner**

39 Conner Smith

40

41 **General Description**

42 This ordinance amends the County Zoning Map by rezoning 14.00 acres from the Agricultural  
43 (A10) Zone to the Rural 2 (RU2) Zone.

44

45 **Additional review materials included as part of Exhibit A**

46 Staff Report to Planning Commission – revised





**Staff Report:** Marshall P Maughan Family Trust 14 Acres – Currently A10 Rezone 1 August 2024

This staff report is an analysis of the application based on adopted county documents, standard county development practices, and available information. The report is to be used to review and consider the merits of the application. Additional information may be provided that supplements or amends this staff report.

**Agent:** David Rupp

**Parcel ID#:** 11-047-0003

**Staff Recommendation:** None

**Type of Action:** Legislative

**Land Use Authority:** Cache County Council

**Location**

*Reviewed by Conner Smith*

**Project Address:**

3201 S. Highway 23  
Wellsville

**Acres:** 14.00

**Current Zoning:**

Agricultural (A10)

**Proposed Zoning:**

Rural 2 (RU2)

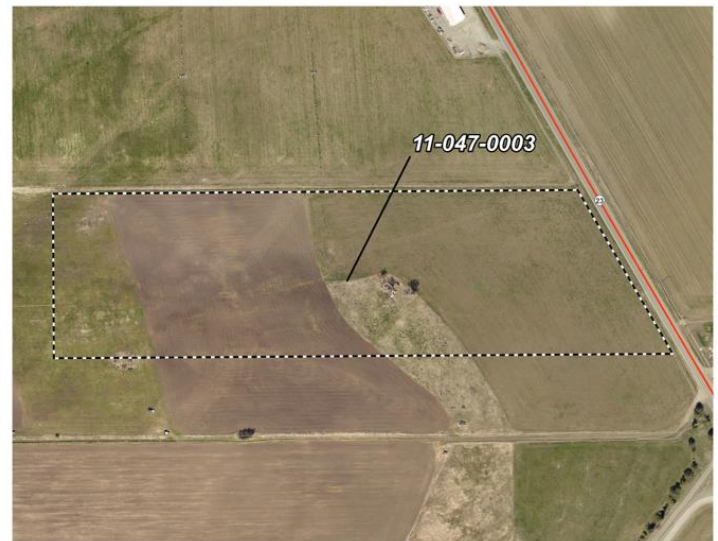
**Surrounding Uses:**

North – Agricultural/Residential

South – Agricultural/Residential

East – Agricultural/Residential

West – Agricultural/Residential



**Findings of Fact**

**A. Request description**

1. A request to rezone 14.00 acres from the Agricultural (A10) Zone to the Rural 2 (RU2) Zone.
2. Should the rezone request be approved, the maximum number of potential lots will be seven.
3. This rezone may allow the parcel to establish uses permitted in the Rural 2 (RU2) Zone. A rezone request is general in nature and is not tied to any proposed use. Any impacts related to permitted and conditional uses allowed within Rural 2 (RU2) Zone will be addressed as part of each respective approval process required prior to site development activities.

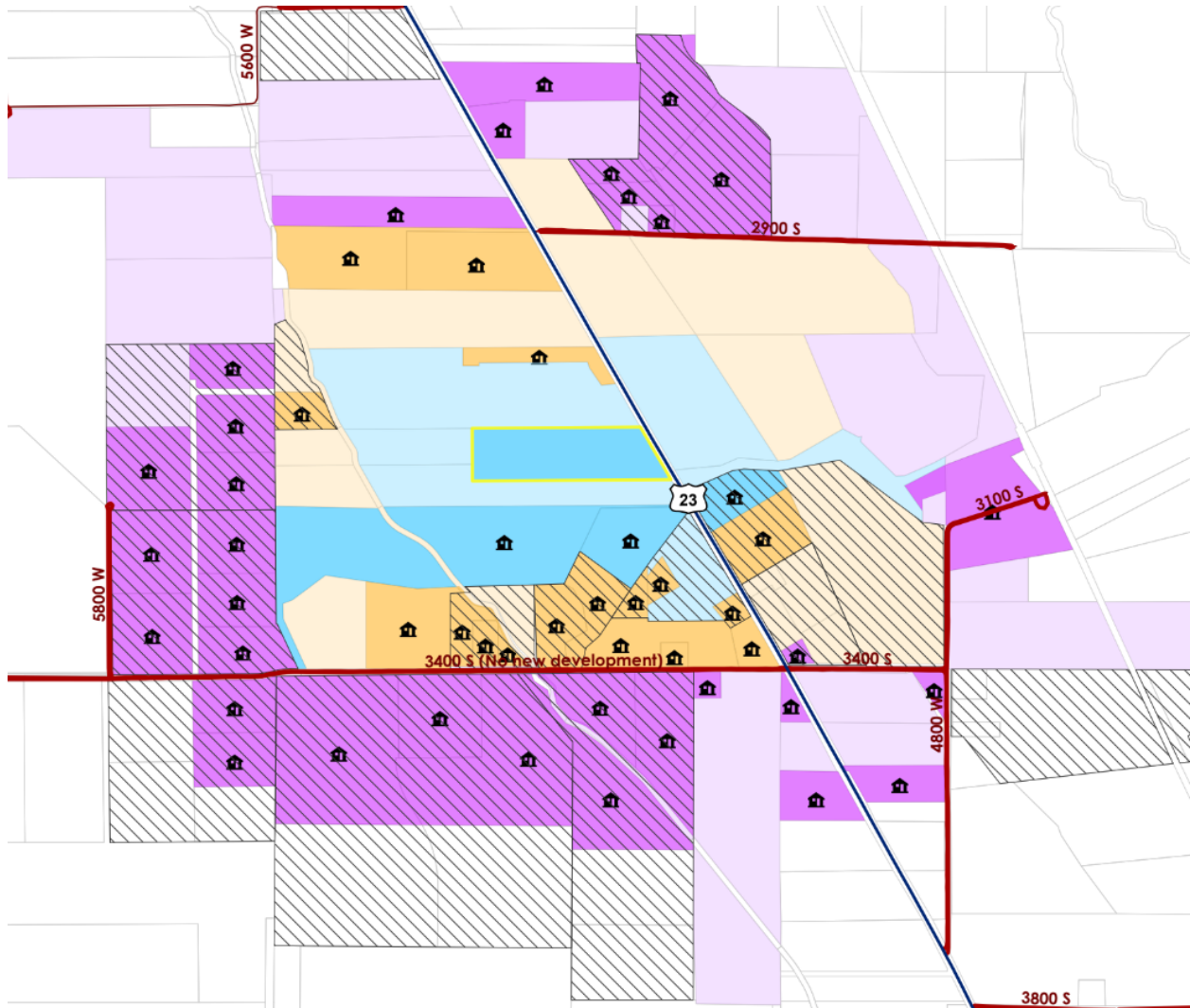


## Revised Pg. 6 - Planning Commission Recommendation

4. Staff has identified general information as pertains to the subject property to assist the Planning Commission and County Council in arriving at a decision. This information is reflected in the attached map (Attachment A) and in the following text.

- a. Land Use Context:

- i. Parcel status: The property does not match the configuration it had on August 8, 2006 as boundary line adjustments were done. However, the property is still legal.
    - ii. Average Lot Size: (See Attachment A)



Average Parcel Size	
Adjacent Parcels	With a Home: 16.7 Acres (3 Parcels)
	Without a Home: 14.1 Acres (7 Parcels)
1/4 Mile Buffer	With a Home: 6.3 Acres (20 Parcels)
	Without a Home: 11.3 Acres (23 Parcels)
1/2 Mile Buffer	With a Home: 7.5 Acres (52 Parcels)
	Without a Home: 11.1 (49 Parcels)

- i. Schedule of Zoning Uses: The Rural 2 (RU2) Zone is more restrictive than the Agricultural (A10) Zone. The following uses are ones that are permitted, with the use

**Revised Pg. 6 - Planning Commission Recommendation**

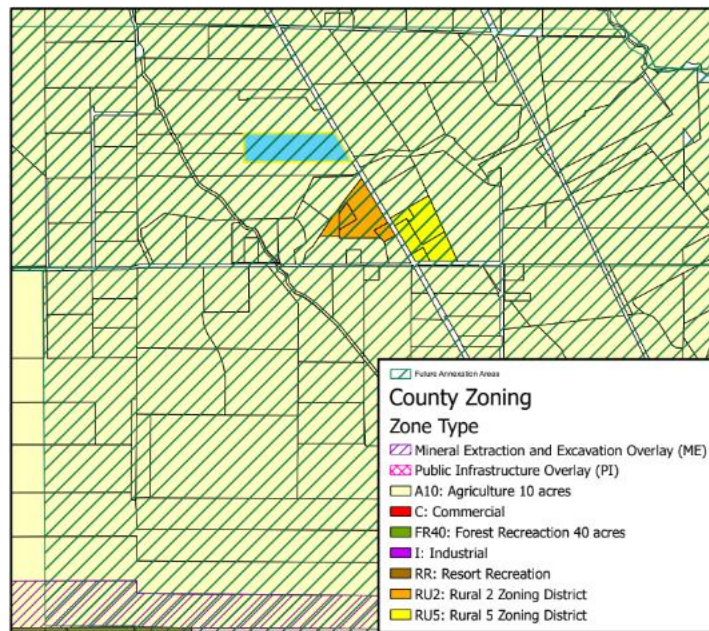
of a zoning clearance or CUP, in the Agricultural (A10) Zone but not in the Rural 2 (RU2) Zone:

- Agricultural Manufacturing
- Rural Kennel
- Recreation Facility
- Cemetery
- Crematorium
- Private Airport
- Concentrated Animal Feed Operation
- Livestock Auction Facility
- Agritourism
- Small-Scale Slaughter Facility
- Winery
- Topsoil Extraction

**ii.** Adjacent Uses: The properties adjacent to the subject parcel are primarily used for agricultural and residential purposes. The nearest parcel, in the county, in the Rural 2 (RU2) Zone is located 300 feet to the south-east of the subject parcel. Additionally, there is a Rural 5 (RU5) Zone 1,000 feet to the south-east of the subject parcel.

- The Rose Hill rezone, a request to rezone 11.48 acres from the Agricultural (A10) Zone to the Rural 2 (RU2) Zone, was approved by County Council on 22 April 2014 as Ordinance 2014-08. Rose Hill was already a pre-existing 2-lot subdivision. However, a subdivision amendment was done in 2014 which resulted in the creation of a new lot for a total of 3-lots with an agricultural remainder.
- The Denali South rezone, a request to rezone 12.13 acres from the Agricultural (A10) Zone to the Rural 5 (RU5) Zone, was approved by County Council on 24 January 2023 as Ordinance 2023-01. Denali South was already a pre-existing 1-lot subdivision with an agricultural remainder. However, a subdivision amendment was done in 2023 which resulted in the creation of a new lot for a total of 2-lots with two agricultural remainders.

**iii.** Annexation Areas: The subject property is located within the Mendon City future annexation area.



- The Mendon City General Plan Map marks this location as “Agricultural (A-1/A-2/A-3)”.

**B. Ordinance—§12.02.010, §17.02.060; §17.08.030 [E]**

5. As per §17.02.060, Establishment of Land Use Authority, the County Council is authorized to act as the Land Use Authority for this application.
6. The current County Land Use Ordinance does not specify appropriate locations for the Rural 2 (RU2) Zone but does contain general guidelines for its implementation. County Land Use Ordinance §17.08.030 [E] identifies the purpose of the Rural 2 (RU2) Zone and includes the following:
  - a. “To allow for residential development in a moderately dense pattern that can allow for rural subdivisions, and to allow for clustering plans larger than a single parcel. This type of development should be located and designed to not unreasonably impede adjacent agricultural uses, nor to unreasonably conflict with the development standards of adjacent municipalities.”
  - b. “To implement the policies of Cache countywide comprehensive plan, including those regarding improved roadways, density based residential standards, clustering, moderate income housing and municipality standards.”
  - c. “This zone must be appropriately served by suitable public roads, have access to the necessary water and utilities, and have adequate provision of public services.”
7. Chapter 4: Future Land Use Plan of the Cache County General Plan states:
  - a. “The use of land is one of the most important and fundamental values for landowners, residents, civic leaders, and elected officials. This determines, in large measure, the future of Cache County. The Future Land Use Map represents the County’s collective vision of our desired future. It conveys the patterns and priorities of economic development and community character, the locations of neighborhoods and industries, and the preservation of natural, agricultural, and rural landscapes.”
  - b. “The Future Land Use Plan is advisory and does not change the existing zoning of any property or the ability of landowners to continue existing legal uses consistent with the existing zoning or nonconforming uses. It serves as a starting point for conversations about regional initiatives and development proposals by illustrating how sometimes

separate and uncoordinated activities can help or harm our desired future. The timing of future development will depend on a number of factors including choices made by individual landowners, aspirations of the community, and future availability of facilities and services.”

8. The future land use map (Attachment B) adopted as part of the Cache County General Plan identifies the area where the subject property is located as “Agriculture and Ranching.” *Cache County General Plan, Chapter 4, Page 26*. This section states:
  - a. Location: Private agriculture landscapes in the Cache Valley outside of municipalities.
  - b. Example Areas: Most of the valley.
  - c. Purpose and Character: Agricultural and rangeland uses on private lands under conservation easements (no public access) are expected to continue in the Valley. Separation from dense residential developments is advantageous. The agricultural landscape provides separation between adjacent municipalities and protects suitable soils.
  - d. Preferred Land Uses: Agriculture, ranching, rural residential uses at densities of less than one unit per 10 acres, Conservation Easements (CEs) and conserved public lands, Agritourism.
  - e. Secondary Land Uses: Industrial and Commercial uses directly supportive of agriculture (Processing, Packaging, Distribution), clustered subdivision developments, outdoor recreation, farm worker housing.
  - f. Discouraged Uses: Residential developments at densities of greater than one unit per 10 acres if not in a clustered subdivision development, commercial office, commercial retail, flex office/industrial, heavy industrial.

**C. Access—16.04.040 [A], 16.04.080 [E], Road Manual**

9. §12.02.010 adopts the Manual of Roadway Design and Construction Standards (Road Manual) for roadway improvement requirements.
10. §16.02.010 Standards and Lot Size – All subdivisions must meet the minimum lot and development standards as outlined in each base zone of the Cache County Zoning Ordinance and within this title.
11. Table §17.10.040 Site Development Standards – Minimum lot frontage required in the Rural 2 (RU2) Zone is 90 feet.
12. §17.07.040 General Definitions – Lot/Parcel Frontage: that portion of a development site that abuts a public or private roadway. For the purposes of determining setback requirements on corner lots, all sides of a lot adjacent to a roadway shall be considered frontage
13. §16.04.040 [A] Roads – All roads must be designed and constructed in accordance with Title 12 of the County Code.
14. §12.02.010 Roadway Standards – Requirements for roadway improvement are provided in the current Manual of Roadway Design and Construction Standards (Road Manual).
15. The Road Manual specifies the following:
  - a. §2.1 Roadway Functional Classification – Minor Arterial (A): Minor arterial roads link cities, larger towns, and other large traffic generators and are capable of facilitating travel over long distances. These routes have relatively high travel speeds and minimal interferences to the through movement of traffic.
16. A basic review of the access to the subject property identifies the following:
  - a. Primary access to the subject property is SR-23.
17. SR-23 – Utah Department of Transportation (UDOT) Road:
  - a. East of the subject parcel, SR-23 is an UDOT road classified as a Minor Arterial.

**Revised Pg. 6 - Planning Commission Recommendation**

- b. The road services multiple dwellings and agricultural uses but is primarily the connection between Mendon and Wellsville with access to SR-30 and Highway 89/91.
- c. Is maintained by UDOT.
- d. This section of SR-23 is classified per UDOT as an Access Category 4, which has a minimum driveway spacing of 500 feet and a minimum street spacing of 660 feet.
- e. Access to any proposed development must be approved by UDOT.

**D. Service Provisions:**

- 18. §16.04.080 [C] Fire Control – The County Fire District had no comments in regards to this application.
- 19. §16.04.080 [F] Solid Waste Disposal – Applicant must work with Waste Management for solid waste disposal.

**E. Public Notice and Comment—§17.02.040 Notice of Meetings**

- 20. Public notice was posted online to the Utah Public Notice Website on 19 July 2024.
- 21. Notices were posted in three public places on 22 July 2024.
- 22. Notices were mailed to all property owners within 300 feet and Wellsville City on 19 July 2024.
- 23. At this time, no written public comment regarding this proposal has been received by the Development Services Office.

**Conclusion**

---

The Marshal P Maughan Family Trust 14 Acres – Currently A10 rezone, a request to rezone 14.00 acres from the Agricultural (A10) Zone to the Rural 2 (RU2) Zone has been reviewed in conformance with Title 17 of the Cache County Land Use Ordinance and the County Manual of Roadway Design and Construction Standards. Staff has not made a recommendation based on the findings of fact identified above and any others identified at the public hearing. Although Staff has not made a recommendation for approval or denial, they can help Planning Commission draft a recommendation to County Council.

**Planning Commission Conclusion**

---

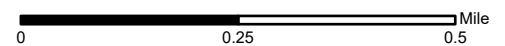
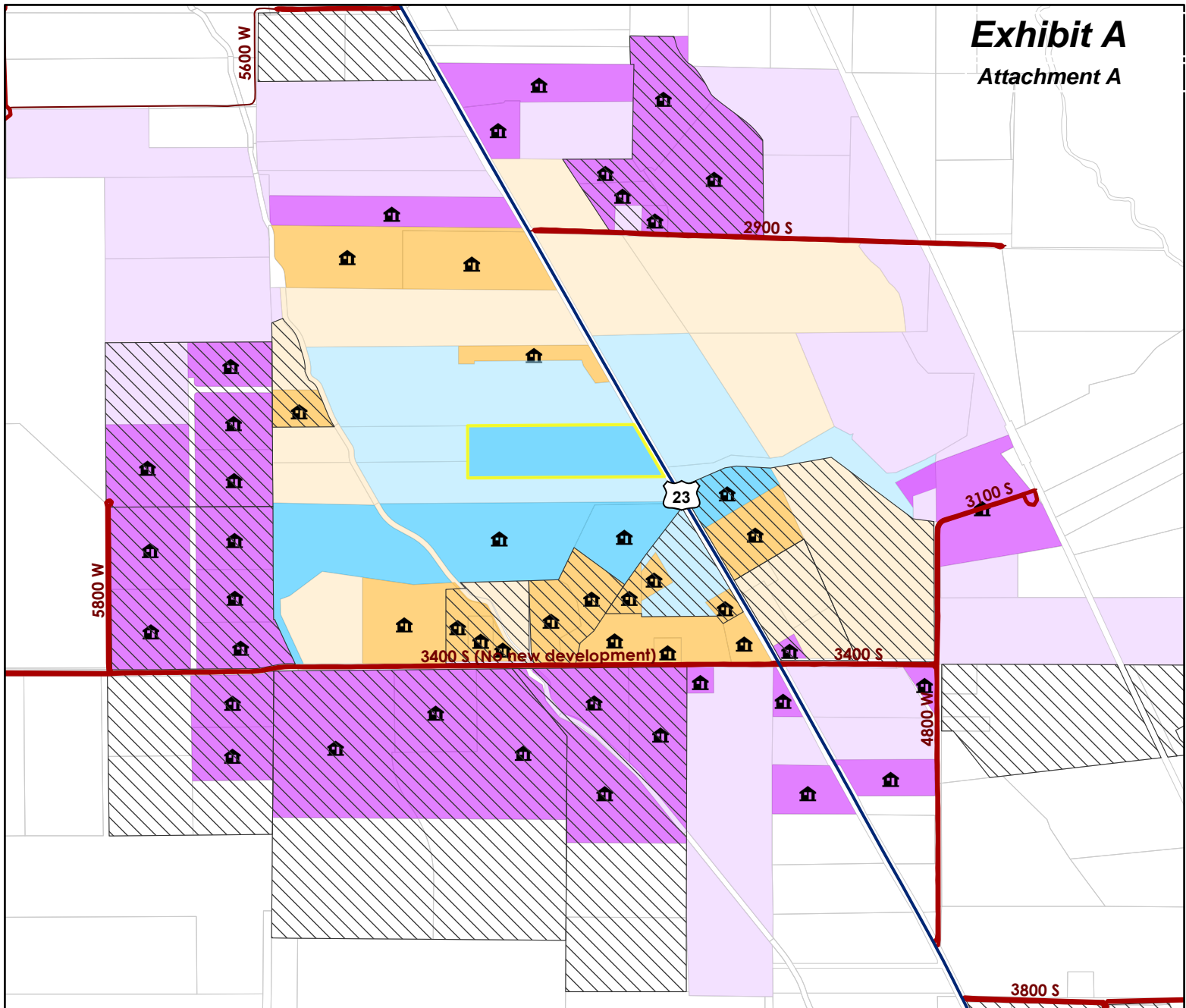
Based on the findings of fact noted herein, the Marshal P Maughan Family Trust 14 Acres – Currently A10 rezone is hereby recommended for denial to the County Council as follows:

- 1. The applicant failed to provide any approval from UDOT that would approve access from SR-23 to any potential developments.
  - a. The applicant has potential to put seven new parcels on this parcel. UDOT might consider this a substantial increase and, depending on if it is congruent with their plans, might deny access.
  - b. The only frontage this parcel has is SR-23. This means that in the event UDOT denies any access to this property there will be no other way to access the property.
- 2. The subject property is potentially not consistent with the Cache County General Plan.
  - a. The Cache County General Plan has identified this area as “Agriculture and Ranching” which places an emphasis on agricultural production. The Rural 2 (RU2) Zone has limited agricultural potential as many agriculture related uses are not possible within the Rural 2 (RU2) Zone.
  - b. The Cache County General Plan indicates that, should any potential subdivisions not be clustered, densities of residential developments that are greater than one unit per ten acres are discouraged.



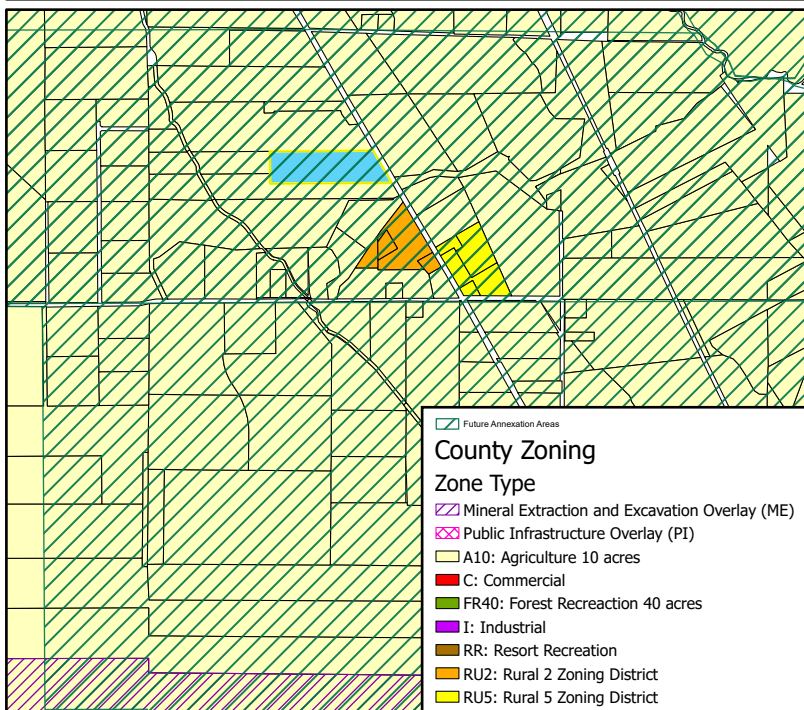
# Exhibit A

## Attachment A



### Legend

- Proposed Rezone
- Municipal Boundaries
- Subdivisions
- Parcels
- Winter Maintenance
- County Roads
- Highways

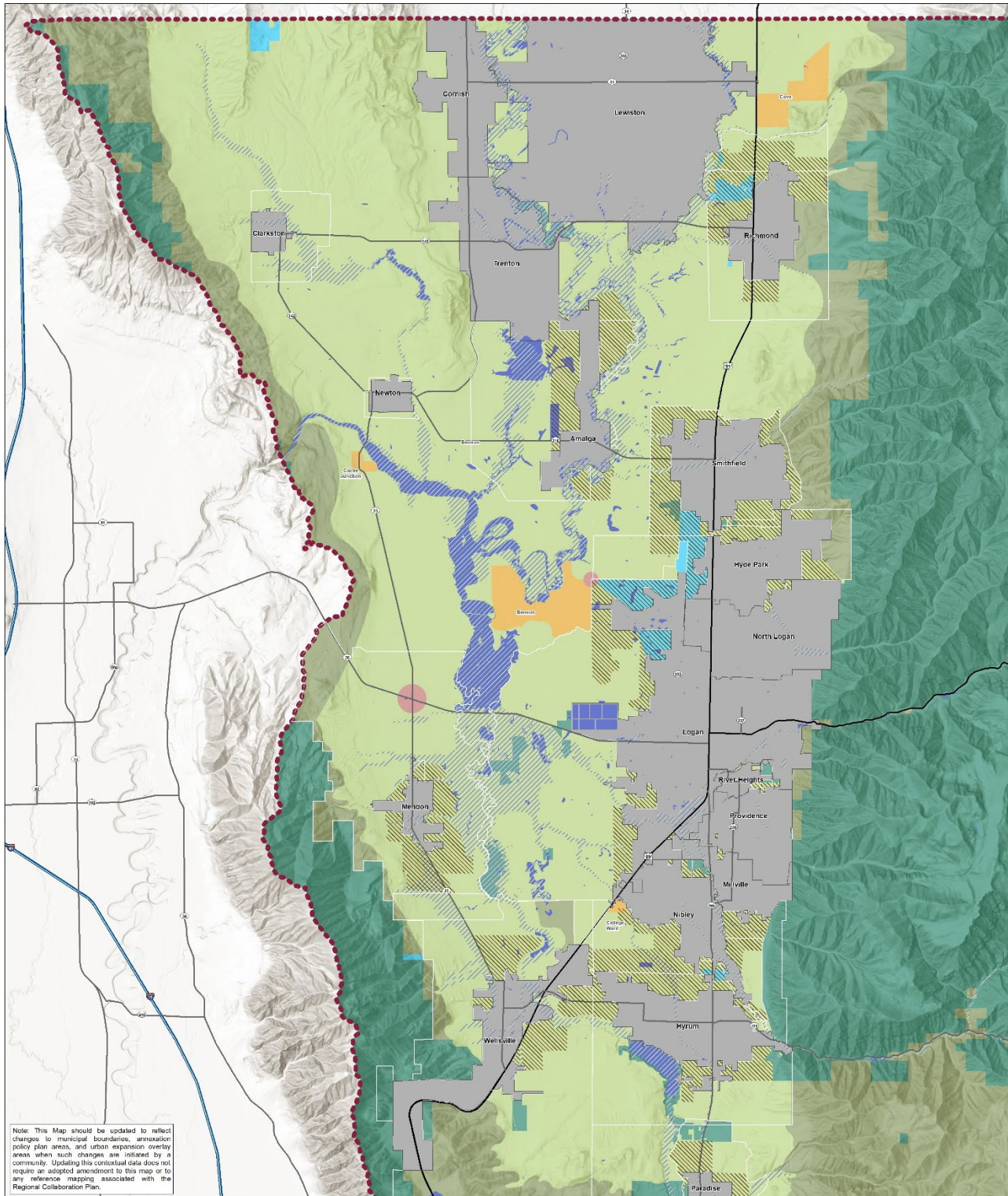


### Average Parcel Size

<b>Adjacent Parcels</b>	With a Home: 16.7 Acres (3 Parcels)
	Without a Home: 14.1 Acres (7 Parcels)
<b>1/4 Mile Buffer</b>	With a Home: 6.3 Acres (20 Parcels)
	Without a Home: 11.3 Acres (23 Parcels)
<b>1/2 Mile Buffer</b>	With a Home: 7.5 Acres (52 Parcels)
	Without a Home: 11.1 (49 Parcels)



7/9/2024



Water Bodies	Urban Expansion Overlay	Agriculture and Ranching
100 Year Floodplain	Retail Commercial	Mountain Rural and Conservation
Municipalities	Rural Community	Forest and Natural Resource
Annexation Policy Plan Areas	Industrial and Mineral Extraction	

### Cache County Future Land Use Map

Disclaimer: This map is illustrative and for advisory purposes only. This is not a regulatory or zoning document, and locations are generalized to illustrate concepts.

Date: February 28, 2023





## Hold a Public Hearing

### Ordinance 2024-16 – Paradise Cliffs Rezone

**Agenda request submitted by:** Stephen Nelson, Director of Development Services –  
Forwarded from the County Planning Commission

**Assisting Department:** Development Services

**Requested Council meeting date:** August 27th, 2024

**Agenda Item Language:** Hold a public hearing for Ordinance 2024-16 Paradise Cliffs Rezone – A request to rezone 161.08 acres, located at approximately 2800 E. Paradise Dry Road, Avon from the Forest Recreation (FR40) Zone to the Agricultural (A10) Zone.

**Action:** Planning Commission – Recommendation of Denial (0-yea; 7-nay)

**Background:** A request to rezone 161.08 acres located at 2800 E. Paradise Dry Road, Avon from the Forest Recreation (FR40) Zone to the Agricultural (A10) Zone.

**Fiscal Impact:** N/A

**Public Hearing Required:** Rezone requests require a public hearing before the County Planning Commission (PC). This hearing was held on August 1<sup>st</sup>, 2024 and their recommendation to deny the rezone was made on August 1<sup>st</sup>, 2024.

No additional hearing is required under the requirements of the State Code, however, the Council has previously directed it is beneficial to rehear the public comment and hold an additional hearing before the Council.

See attached for additional information.

**County Staff Presenter:** Stephen Nelson, Director of Development Services

**Presentation Time:** 10 minutes.

**County Staff Point of Contact:** Conner Smith, Assistant Planner

**Legal Review:** N/A



**Ord 2024-16**  
**Paradise Cliffs Rezone**  
**Amending the Cache County Zoning Map by rezoning**  
**161.08 acres of property from the Forest Recreation (FR40) Zone**  
**to the Agricultural (A10) Zone**

**County Council action**

Set a public hearing on August 13<sup>th</sup>, 2024 to be held on August 27<sup>th</sup>, 2024.

If approved, the rezone will take effect 15 days from the date of approval.

**Planning Commission action**

Denial (7-yea; 0-nay).

Public hearing held on August 1<sup>st</sup>, 2024

Conclusion: Based on the findings of fact noted [in the staff report], the Paradise Cliffs Rezone is hereby recommended for denial to the County Council as follows:

1. The parcel does not have a history of agricultural production or agricultural related use.
2. The subject property currently has no road access.
  - a. The road leading to the proposed parcel has a series of gates. This would make access to the property difficult.
3. The location of the subject property to be rezoned is not compatible with the purpose of the Agricultural (A10) Zone:
  - a. "To provide areas to promote and protect the opportunities for a broad range of agricultural uses and activities where farming is a viable component of the local economy."
  - b. "To implement the policies of Cache countywide comprehensive plan, including those regarding agricultural promotion, prime farmlands, density based residential standards, and clustering."
4. The subject property would be exempt from sensitive lands concerns, thereby potentially allowing for the creation and development of sixteen new lots.
  - a. Currently, the parcel is almost entirely covered by moderate slopes, steep slopes, and wildfire hazard areas.
    - i. Per Cache County Code 17.18.040 and 17.18.050, steep slopes are non-developable.
    - ii. Per Cache County Code 17.18.040 and 17.18.050, moderate slopes and wildfire hazard areas are potentially developable following further studies and submission of plans.
5. The proposed rezone is not congruent with the Cache County General Plan:

- 38           a. The general Plan states that this area is supposed to be Mountain Rural and  
39           Conservation:
- 40                 i. Preferred uses of this zone includes forestry, agriculture, conservation  
41                 easements, watershed protection, hazard mitigation, and outdoor  
42                 recreation and tourism.
- 43                 ii. Secondary uses of this zone includes seasonal residential housing at one  
44                 unit per forty acres, clustered subdivision developments, resorts,  
45                 recreation businesses, and public institutions.
- 46                 iii. Discouraged uses include residential development at a density greater  
47                 than one unit per forty acres.
- 48           b. The General Plan does not include this area in the Urban Expansion Overlay.

49   **Staff Report review by Development Services Director**

50   Stephen Nelson

51

52   **Staff Report by County Planner**

53   Conner Smith

54

55   **General Description**

56   This ordinance amends the County Zoning Map by rezoning 161.08 acres from the Forest  
57   Recreation (FR40) Zone to the Agricultural (A10) Zone.

58

59   **Additional review materials included as part of Exhibit A**

60   Staff Report to Planning Commission – revised

## Staff Report: Paradise Cliffs Rezone

1 August 2024

This staff report is an analysis of the application based on adopted county documents, standard county development practices, and available information. The report is to be used to review and consider the merits of the application. Additional information may be provided that supplements or amends this staff report.

**Agent:** Charles von Bose

**Parcel ID#:** 16-077-0003

**Staff Recommendation:** Denial

**Type of Action:** Legislative

**Land Use Authority:** Cache County Council

### Location

*Reviewed by Conner Smith*

**Project Address:**

2800 E. Paradise Dry Rd.  
 Avon

**Acres:** 161.08

**Current Zoning:**

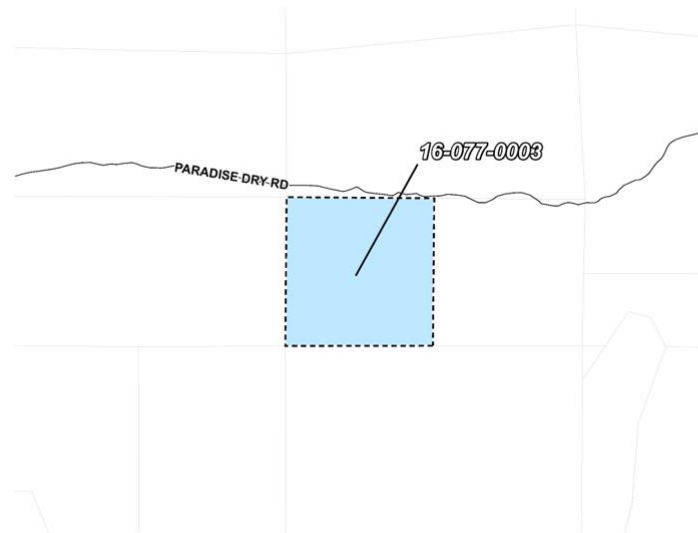
Forest Recreation (FR40)

**Proposed Zoning:**

Agricultural (A10)

**Surrounding Uses:**

North – Recreation  
 South – Recreation  
 East – Recreation  
 West – Recreation



## Findings of Fact

### A. Request description

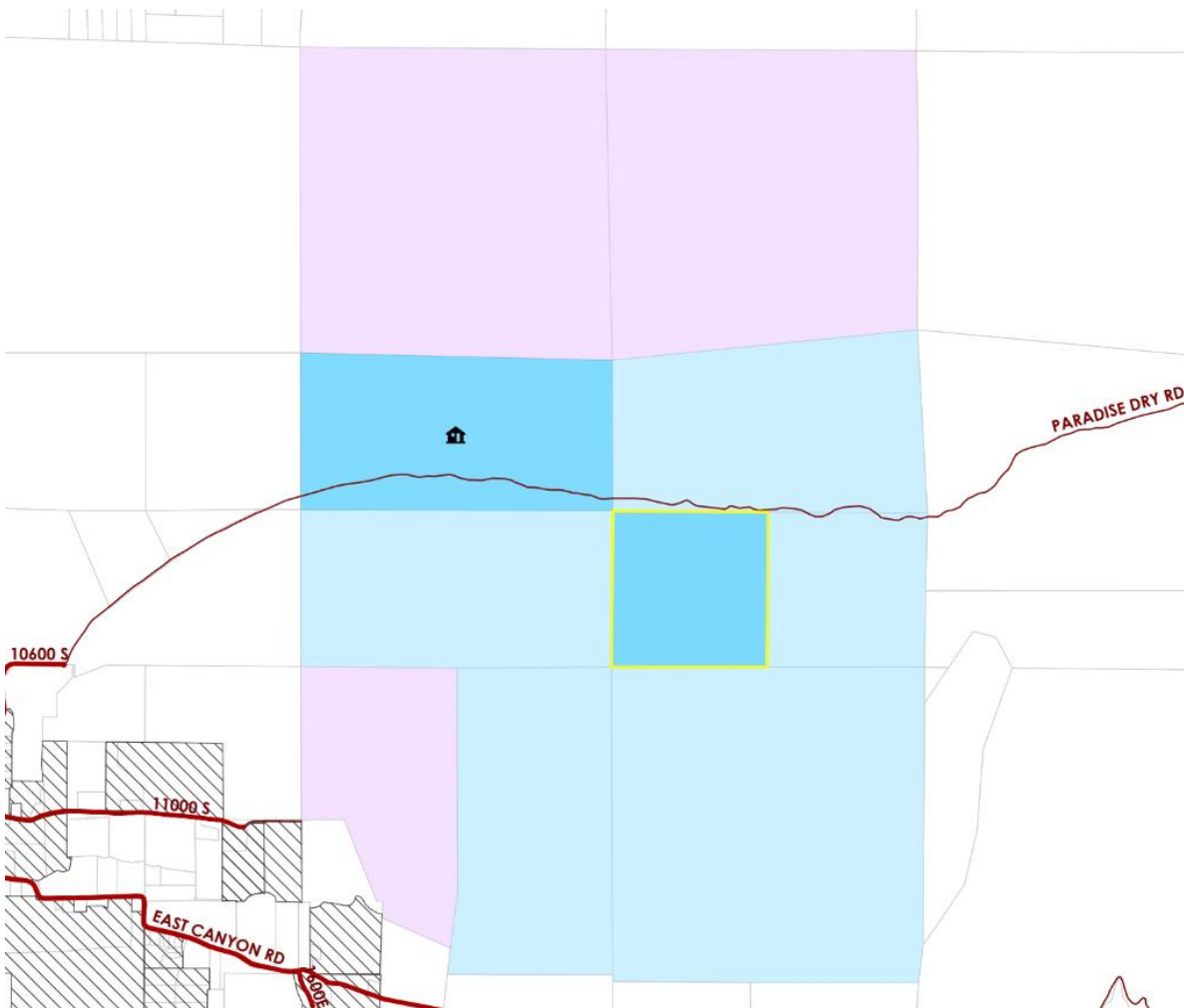
1. A request to rezone 161.08 acres from the Forest Recreation (FR40) Zone to the Agricultural (A10) Zone.
2. Should this rezone request be approved, the maximum number of potential lots will be sixteen.
  - a. As this is a request to convert the property from the Forest Recreation (FR40) Zone to the Agricultural (A10) Zone, the property would be exempt from a density calculation. *(See D-19)*
3. This rezone may allow the parcel to establish uses permitted in the Agricultural (A10) Zone. A rezone request is general in nature and is not tied to any proposed use. Any impacts related to

permitted and conditional uses allowed within the Agricultural (A10) Zone will be addressed as part of each respective approval process required prior to site development activities.

4. Staff has identified general information as pertains to the subject property to assist the Planning Commission and County Council in arriving at a decision. This information is reflected in the attached map (Attachment A) and in the following text.

- a. Land Use Context:

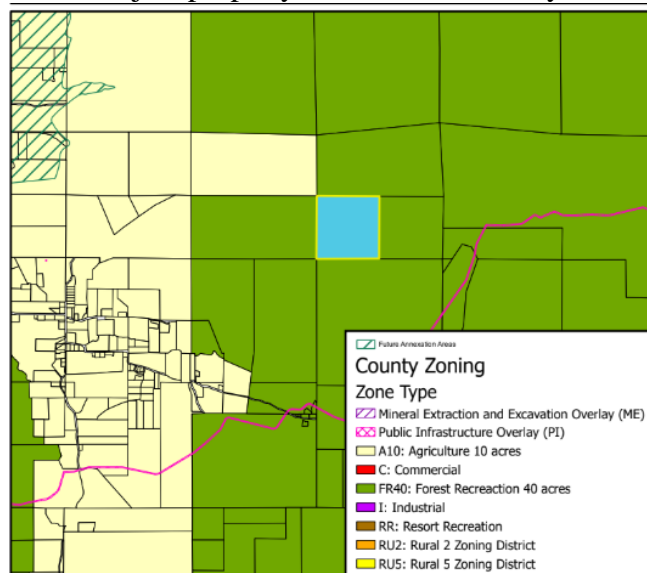
- i. Parcel status: The subject property is legal as it is in the same size and configuration since August 8, 2006.
- ii. Average Lot Size: (See Attachment A)



Average Parcel Size	
Adjacent Parcels	With a Seasonal Cabin: 320.2 Acres (1 Parcel)
	Without a Home/ Seasonal Cabin: 320.8 Acres (6 Parcels)
1/4 Mile Buffer	With a Seasonal Cabin: 320.2 Acres (1 Parcel)
	Without a Home/Seasonal Cabin: 320.8 Acres (6 Parcels)
1/2 Mile Buffer	With a Seasonal Cabin: 320.2 Acres (1 Parcel)
	Without a Home/Seasonal Cabin: 376.4 Acres (9 Parcels)

***Revised Pg. 6 - Planning Commission Recommendation***

- i. **Schedule of Zoning Uses:** The Agricultural (A10) Zone allows for a variety of uses with the approval of a zoning clearance and/or conditional use permit, including the following uses, that are not permitted in the current Forest Recreation (FR40) Zone:
- Single Family Dwelling
  - Foster Home
  - Accessory Apartment
  - Home Based Business
  - Residential Living Facilities
  - Agricultural Manufacturing
  - Home Based Kennel
  - Cemetery
  - Crematorium
  - Religious Meeting House
  - Concentrated Animal Feed Operation
  - Livestock Auction Facility
  - Farm Stand
  - Winery
  - Boarding Facility
  - Topsoil Extraction
- ii. **Adjacent Uses:** The properties adjacent to the subject parcel to the north, east, and south are primarily used for recreation purposes while the properties to the west are used for a mix of recreation and agricultural purposes. The nearest parcel, in the county, in the Agricultural (A10) Zone is located directly adjacent to the subject property.
- The adjacent parcel, 16-031-0001 does have the ability to build a Single Family Dwelling (SFD) and has a seasonal cabin on the property. However, the property owner has not filed a zoning clearance to either build a SFD or convert the seasonal cabin into a SFD.
  - The adjacent parcel, 16-031-0001 was rezoned to the Agricultural (A10) Zone due to the fact that the applicant provided evidence of agricultural use.
- iii. **Annexation Areas:** The subject property is not located in any future annexation areas.



**B. Ordinance—§12.02.010, §17.02.060; §17.08.030 [E]**

5. As per §17.02.060, Establishment of Land Use Authority, the County Council is authorized to act as the Land Use Authority for this application.
6. The current County Land Use Ordinance does not specify appropriate locations for the Agricultural (A10) Zone but does contain general guidelines for its implementation. County Land Use Ordinance §17.08.030 [E] identifies the purpose of the Agricultural (A10) Zone and includes the following:
  - a. “To provide areas to promote and protect the opportunities for a broad range of agricultural uses and activities where farming is a viable component of the local economy.
  - b. “To implement the policies of Cache countywide comprehensive plan, including those regarding agricultural promotion, prime farmlands, density based residential standards, and clustering.”
7. Chapter 4: Future Land Use Plan of the Cache County General Plan states:
  - a. “The use of land is one of the most important and fundamental values for landowners, residents, civic leaders, and elected officials. This determines, in large measure, the future of Cache County. The Future Land Use Map represents the County’s collective vision of our desired future. It conveys the patterns and priorities of economic development and community character, the locations of neighborhoods and industries, and the preservation of natural, agricultural, and rural landscapes.”
  - b. “The Future Land Use Plan is advisory and does not change the existing zoning of any property or the ability of landowners to continue existing legal uses consistent with the existing zoning or nonconforming uses. It serves as a starting point for conversations about regional initiatives and development proposals by illustrating how sometimes separate and uncoordinated activities can help or harm our desired future. The timing of future development will depend on a number of factors including choices made by individual landowners, aspirations of the community, and future availability of facilities and services.”
8. The future land use map (Attachment B) adopted as part of the Cache County General Plan identifies the area where the subject property is located as “Mountain Rural and Conservation” *Cache County General Plan, Chapter 4, Page 25*. This section states:
  - a. Location: The majority of privately-owned mountain and foothill areas.
  - b. Example Areas: FR-40 zone that is not public land
  - c. Purpose and Character: Forestry, recreation, and multiple resource uses on private lands. Forestry and recreation land uses are expected to continue. Maintaining the environmental quality of steep slopes, canyons, and forests with minimal residential development conserves watershed resources and improves resiliency from wildfire, geological, and flood hazards.
  - d. Preferred Land Uses: Forestry, agriculture, conservation easements (CEs) and conserved public lands, watershed protection, hazard mitigation (i.e. floodplain management, steep slopes, and high wildfire hazard), outdoor recreation and tourism
  - e. Secondary Land Uses: Seasonal residential housing at one unit per 40 acres, clustered subdivision developments, resorts, recreation business, and public institutions.
  - f. Discouraged Uses: Residential development at a density greater than one unit per 40 acres, industrial, commercial office, commercial retail, heavy industrial.

**C. Access—16.04.040 [A], 16.04.080 [E], Road Manual**

9. §12.02.010 adopts the Manual of Roadway Design and Construction Standards (Road Manual) for roadway improvement requirements.

10. §16.02.010 Standards and Lot Size – All subdivisions must meet the minimum lot and development standards as outlined in each base zone of the Cache County Zoning Ordinance and within this title.
11. Table §17.10.040 Site Development Standards – Minimum lot frontage required in the Agricultural (A10) Zone is 90 feet.
12. §17.07.040 General Definitions – Lot/Parcel Frontage: that portion of a development site that abuts a public or private roadway. For the purposes of determining setback requirements on corner lots, all sides of a lot adjacent to a roadway shall be considered frontage
13. §16.04.040 [A] Roads – All roads must be designed and constructed in accordance with Title 12 of the County Code.
14. §12.02.010 Roadway Standards – Requirements for roadway improvement are provided in the current Manual of Roadway Design and Construction Standards (Road Manual).
15. A basic review of the access to the subject property identifies the following:
  - a. The parcel currently does not have frontage along a County Road. The nearest road is Paradise Dry Road.
16. Paradise Dry Road:
  - a. This section of Paradise Dry Road is gated which prevented a full road review from being completed.

**D. Service Provisions:**

17. §16.04.080 [C] Fire Control – The County Fire District had no comments regarding this application.
18. §16.04.080 [F] Solid Waste Disposal – Applicant must work with Waste Management for solid waste disposal.
19. §17.18.040 – Sensitive areas are present on the property.
  - a. The majority of this parcel is covered in steep slopes.
  - b. Per §17.18.040, steep slopes are non-developable.
  - c. As these parcels are being converted to the Agricultural (A10) Zone, it will be exempt from a density calculation. Therefore, despite the majority of the parcel being covered in non-developable acreage, sixteen lots can still be created.

**E. Public Notice and Comment—§17.02.040 Notice of Meetings**

20. Public notice was posted online to the Utah Public Notice Website on 19 July 2024.
21. Notices were posted in three public places on 22 July 2024.
22. Notices were mailed to all property owners within 300 feet and Wellsville City on 19 July 2024.
23. At this time, no written public comment regarding this proposal has been received by the Development Services Office.

**Conclusion**

---

The Paradise Cliffs rezone, a request to rezone 161.08 acres from the Forest Recreation (FR40) Zone to the Agricultural (A10) Zone has been reviewed in conformance with Title 17 of the Cache County Land Use Ordinance and the County Manual of Roadway Design and Construction Standards.

Based on the findings and facts noted herein, the Paradise Cliffs Rezone is hereby recommended for denial to the County Council as follows:

1. The parcel does not have a history of agricultural production or agricultural related use.

2. The subject property currently has no road access.
  - a. The road leading to the proposed parcel has a series of gates. This would make access to the property difficult.
3. The location of the subject property to be rezoned is not compatible with the purpose of the Agricultural (A10) Zone:
  - a. “To provide areas to promote and protect the opportunities for a broad range of agricultural uses and activities where farming is a viable component of the local economy.”
  - b. “To implement the policies of Cache countywide comprehensive plan, including those regarding agricultural promotion, prime farmlands, density based residential standards, and clustering.”
4. The subject property would be exempt from sensitive lands concerns, thereby potentially allowing for the creation and development of sixteen new lots.
  - a. Currently, the parcel is almost entirely covered by moderate slopes, steep slopes, and wildfire hazard areas.
    - i. Per Cache County Code 17.18.040 and 17.18.050, steep slopes are non-developable.
    - ii. Per Cache County Code 17.18.040 and 17.18.050, moderate slopes and wildfire hazard areas are potentially developable following further studies and submission of plans.
5. The proposed rezone is not congruent with the Cache County General Plan:
  - a. The General Plan states that this area is supposed to be Mountain Rural and Conservation.
    - i. Preferred uses of this zone includes forestry, agriculture, conservation easements, watershed protection, hazard mitigation, and outdoor recreation and tourism.
    - ii. Secondary uses of this zone includes seasonal residential housing at one unit per forty acres, clustered subdivision developments, resorts, recreation businesses, and public institutions.
    - iii. Discouraged uses include residential development at a density greater than one unit per forty acres.
  - b. The General Plan does not include this area in the Urban Expansion Overlay.

## **Planning Commission Conclusion**

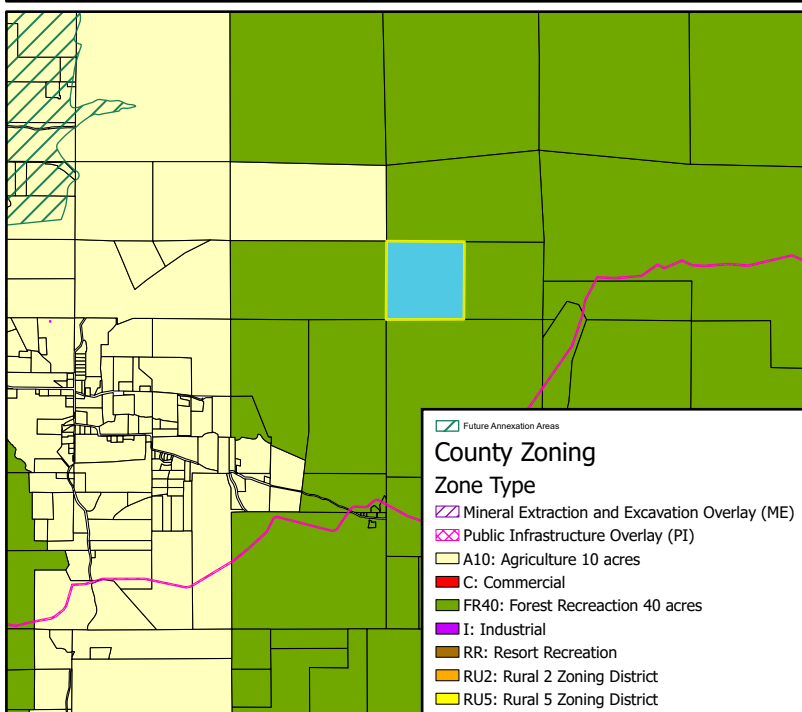
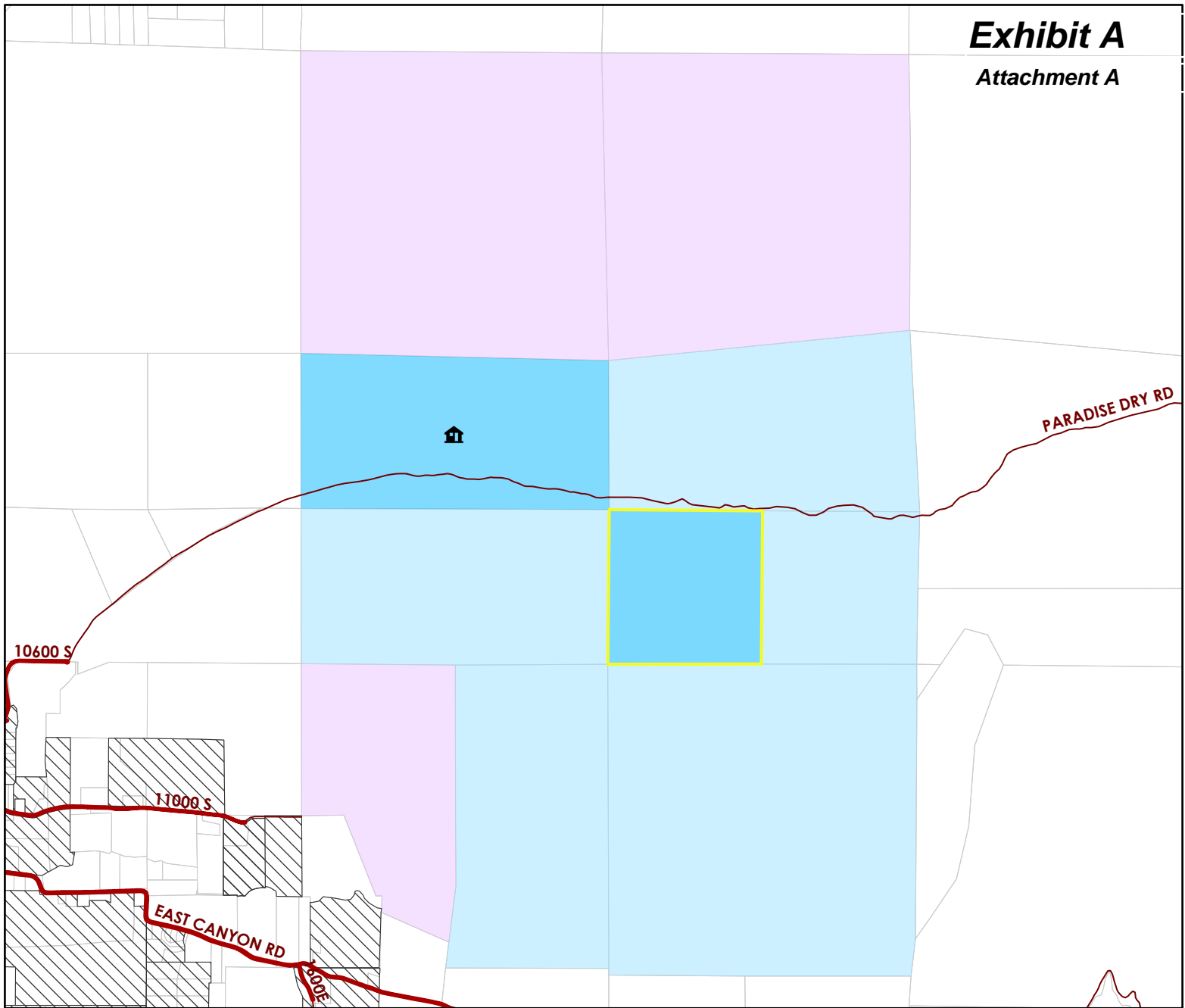
---

Planning Commission agrees with the recommendation made by Development Services’ staff and hereby recommends to County Council that the Paradise Cliffs Rezone be denied.



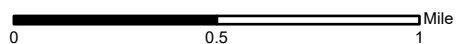
# Exhibit A

## Attachment A



### Legend

- Proposed Rezone
- Municipal Boundaries
- Subdivisions
- Parcels
- Winter Maintenance
- County Roads
- Highways

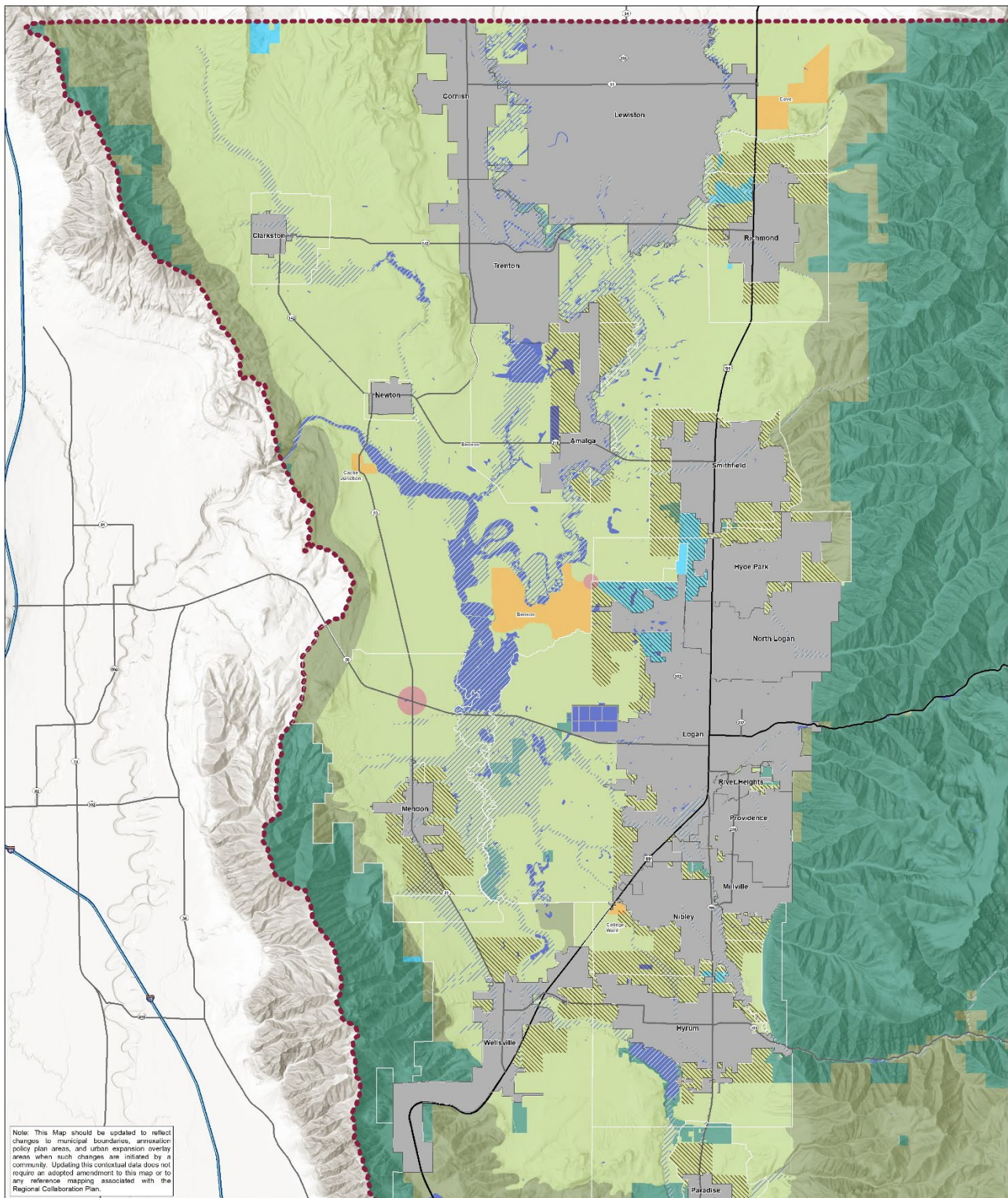


### Average Parcel Size

<b>Adjacent Parcels</b>	With a Home: 320.2 Acres (1 Parcel)
	Without a Home: 320.8 Acres (6 Parcels)
<b>1/4 Mile Buffer</b>	With a Home: 320.2 Acres (1 Parcel)
	Without a Home: 320.8 Acres (6 Parcels)
<b>1/2 Mile Buffer</b>	With a Home: 320.2 Acres (1 Parcel)
	Without a Home: 376.4 Acres (9 Parcels)



7/9/2024





Conner Smith <conner.smith@cachecounty.gov>

---

**FW: Paradise Cliffs Rezone - Charles von Bose**

---

Todd Olsen <tolsen@deesinc.com>

Mon, Jul 29, 2024 at 5:21 PM

To: Conner Smith <conner.smith@cachecounty.gov>

Cc: Mike Olsen <molsen@deesinc.com>, Wade Olsen <wolsen@deesinc.com>

Hi Conner,

We would like to oppose this zoning change.

"Dee's, Inc. and Porcupine Land & Livestock, LLC oppose this zoning change. Some reasons are as follows: 1) The majority of the land is inaccessible due to the steep topography. 2) Current access is limited to a narrow dirt road. 3) Access to the parcel could even be in question without a survey. 4) We believe the current FR40 zone is consistent with the current county land plan. These are a few reasons we oppose this zoning change. We believe the current zoning is sufficient for any use Mr. Von Bose would like to do."

Please let me know if you have any questions or need anything else.

Thanks,

[Quoted text hidden]

# **NOTICE OF VACANCY**

## **Millville/Nibley Cemetery District**

Cache County is seeking persons who wish to be considered for appointment to the Millville/Nibley Cemetery District Board of Trustees to fill 3 vacancies. Board members must live within the boundaries of the cemetery district and be registered voters. A public hearing will be held during the County Council meeting on August 27, 2024 at 5:30 p.m. Interested persons should plan to attend and address the County Council expressing their interest in serving on this board. The County Council will thereafter confirm their appointments by resolution. Persons who wish to be considered for appointment must contact County Council staff on or before August 23, 2024 at 5:00 p.m. (see contact information below).

### **Micah Safsten**

County Council Policy Analyst

(435) 755-1840,

[Micah.safsten@cachecounty.gov](mailto:Micah.safsten@cachecounty.gov)

CACHE COUNTY  
ORDINANCE NO. 2024-08

---

An ordinance amending the County Land Use Code as required by the adoption of Ord. 2024-08 amending Title 16 Subdivision Regulations to comply with HB476 Municiplan Land Use Regulation Modifications recently passed State legislation that requires updates to the code and a more streamlined review process.

**Whereas**, Utah Legislature approved HB476 in 2024 requiring political subdivision to update the process in reviewing and approving subdivision applications; and

**Whereas**, Cache County seeks to provide an excellent level of service to residents in the County while providing a process for the County to review land use applications to ensure they comply with County code requirements; and

**Whereas**, on June 6, 2024, the Planning Commission held a public hearing, accepted all comments; and

**Whereas**, on June 6, 2024, the Planning Commission recommended the approval of the proposed amendments to the County Council for final action; and

**Whereas**, the Act also provides certain procedures for the county legislative body to adopt or reject amendments to the land use ordinance; and

**Whereas**, following proper notice, the County Council held a public hearing on \_\_\_\_\_ to consider any comments regarding the proposed amendments. The County Council accepted all comments; and

**Now, therefore**, the County Legislative Body of Cache County ordains as follows:

**1. Statutory Authority**

The statutory authority for acting on this ordinance is Utah Code Annotated Sections 17-27a Part 1 and Part 3, and 17-53 part 2(1953, as amended to date).

## **2. Amendment to Title 16 Subdivision Regulation**

TITLE 16 SUBDIVISION REGULATIONS CHAPTER

16.01 GENERAL PROVISIONS AND ADMINISTRATION CHAPTER

16.02 TYPE AND PROCESS CHAPTER

16.03 REQUIREMENTS CHAPTER 16.04 GENERAL REQUIREMENTS FOR ALL  
SUBDIVISIONS

CHAPTER 16.01 GENERAL PROVISIONS AND ADMINISTRATION

16.01.010: TITLE

16.01.020: PURPOSE AND AUTHORITY

16.01.030: DEFINITIONS AND APPLICABILITY

16.01.040: JURISDICTION AND PENALTY

16.01.050: SEVERABILITY (EFFECT)

16.01.060: GENERAL RESPONSIBILITIES

16.01.070: SITE PREPARATION WORK PROHIBITED

16.01.80 : INCOMPLETE APPLICATION

16.01.010: TITLE

This title shall be known as the CACHE COUNTY SUBDIVISION ORDINANCE,  
hereinafter, "this title". (Ord. 2014-03, 3-25-2014, eff. 4-9-2014)

16.01.020: PURPOSE AND AUTHORITY

The Cache County council adopts this title pursuant to the county land use development and management act, title 17, chapter 27a, Utah Code Annotated, 1953, for the purposes set forth therein. The maps and appendices to this title are a part hereof. The intent of this title is to provide a means of ensuring predictability and consistency in the use of land and individual properties and to implement the goals and policies of the Cache countywide comprehensive plan.

(Ord. 2014-03, 3-25-2014, eff. 4-9-2014)

16.01.030: DEFINITIONS AND APPLICABILITY

For the purposes of this title, all terms shall have the same definitions as provided by section 17-27a- 103, Utah Code Annotated, 1953, as amended or as in sections 17.07.030 and 17.07.040 of this code.

"Review cycle" means the occurrence of:

- i. The applicant's submittal of a complete subdivision land use application;



- ii. The County's review of that subdivision land use application;
- iii. The County's response to that subdivision land use application, in accordance with this title; and
- iv. The applicants reply to the County's response that addresses each of the municipality's required modifications or requests for additional information.
- v. The subdivision applicants shall be limited to four review cycles.
- vi. The Review Cycle, as defined and used in this chapter, shall only apply to the review of a final subdivision application

"Subdivision Improvement Plans" means the civil engineering plans associated with required infrastructure and County controlled utilities required for a subdivision.

"Subdivision ordinance review" means review by a county to verify that a subdivision land use application meets the criteria of the county's subdivision ordinances.

(Ord. 2014-03, 3-25-2014, eff. 4-9-2014)

## HISTORY

Amended by Ord. 2023-37 on 12/5/2023

### 16.01.040: JURISDICTION AND PENALTY

This title shall govern and apply to the subdivision, platting and recording of all lands lying within the unincorporated area of Cache County, Utah.

- A. No person shall subdivide any land, nor shall any building permit, other required development approval, or any other license or permit be issued for any lot or parcel of land which is located wholly, or in part, within the unincorporated area of Cache County, except in compliance with this title, the Cache County zoning ordinance, and all applicable state and federal laws.
- B. Any plat of a subdivision, or any survey description, filed or recorded without the approvals required by this title is deemed to be void, for the purposes of development or the issuance of a building permit, as required by section 17-27a-611 et seq., Utah Code Annotated, 1953, as amended.
- C. Any owner or agent of the owner of any land located in a "subdivision", as defined herein, who transfers or sells any land located within the subdivision before the subdivision has been approved and recorded, in the office of the Cache County recorder, consistent with the requirements of this title, and applicable state and federal requirements is guilty of a violation of this title, and section 17-27a-611 et seq., Utah Code Annotated, 1953, as amended, for each lot or parcel transferred or sold.

D. The description by metes and bounds in the instrument of transfer or other documents used in the process of selling or transferring lots, plots, parcels, sites, units, or other division of land for the purpose, whether immediate or future, for offer, sale, lease, or development either on the installment plan or upon any and all other plans, terms, and conditions does not exempt the transaction from the requirements of this title and such action from the penalties or remedies provided by this title, the Cache County zoning ordinance, or the laws of the state of Utah.

(Ord. 2014-03, 3-25-2014, eff. 4-9-2014)

#### 16.01.50 0: SEVERABILITY (EFFECT)

If any section, provision, sentence, or clause of this title is declared unconstitutional by a court of competent jurisdiction, such determination shall not impair the validity of the remainder of this title which shall remain in full force and effect.

(Ord. 2014-03, 3-25-2014, eff. 4-9-2014)

#### 16.01.060: GENERAL RESPONSIBILITIES

A. The developer shall prepare a plat consistent with the standards contained herein and shall pay for the design and inspection of the public improvements required. The county shall process said plats in accordance with the regulations set forth herein.

B. The Development Services Department shall review the plats for design; for conformity to the Cache Countywide Comprehensive Plan and to the Cache County Zoning Ordinance; for the environmental quality of the subdivision design; and shall process the subdivision plats and reports as provided for in this title.

C. Proposed subdivisions shall be referred by the Development Services Department to such county departments and special districts, governmental boards, bureaus, utility companies, and

other agencies which will provide public and private facilities and services to the subdivision for their information and comment. The Cache County Development Services Office is responsible for coordinating the comments received from all public and private entities and shall decide which agencies to refer the proposed subdivisions to.

D. The County Public Works Department shall make comments as to engineering requirements for street widths, grades, alignments and flood control, whether the proposed public improvements are consistent with this title and other applicable ordinances and for the inspection and approval of all construction of public



improvements. Street layout and overall circulation shall be coordinated with the Development Services Department.

E. The Development Services Department shall approve the form of the final plat, that the developer dedicating land for use of the public is the owner of record, and that the land is free and clear of unacceptable encumbrances according to the title report.

F. The Planning Commission has final jurisdiction in the approval of preliminary subdivision plats. The County Council has the final jurisdiction for the establishment of requirements for and design standards of public improvements; and the acceptance of lands and public improvements that may be proposed for dedication.

(Ord. 2014-03, 3-25-2014, eff. 4-9-2014; amd. Ord. 2020-02, - -2020)

## HISTORY

Amended by Ord. 2 023-37 on 12/5/2023

### 16.01.070: SITE PREPARATION WORK PROHIBITED

No excavation, grading or regrading, or removal of vegetation for a proposed subdivision shall take place and no building permits shall be issued until a proposed subdivision has received approval from the Planning Commission and the subdivision has been recorded in the office of the Cache County Recorder, as required herein.

(Ord. 2014-03, 3-25-2014, eff. 4-9-2014; amd. Ord. 2020-02, - - 2020)

### 16.01.080: INCOMPLETE APPLICATION

The lack of any information required by this title, or improper information supplied by the applicant shall be cause for the director of development services to find a subdivision application incomplete. The director shall allow sixty (60) days from the date of notification of an incomplete application for the applicant to provide the required information and provide a complete application to the director. If the application remains incomplete after sixty (60) days from date of notification of an incomplete application, the director shall return the entire incomplete application to the applicant accompanied by application fees paid less any administrative expenses incurred by the development services department to process the application.

(Ord. 2014-03, 3-25-2014, eff. 4-9-2014)

## CHAPTER 16.02 TYPE AND PROCESS

### 16.02.010: STANDARDS AND LOT SIZE

### 16.02.020: NATURAL BARRIER

### 16.02.030: AGRICULTURAL SUBDIVISION

### 16.02.040: APPROVAL PROCESS

16.02.050: SUBDIVISION PLAT AMENDMENT  
16.02.060: CLUSTER SUBDIVISION OPTION  
16.02.070: BOUNDARY LINE ADJUSTMENTS

16.02.80 : SINGLE LOT SUBDIVISIONS

16.02.010: STANDARDS AND LOT SIZE

All subdivisions must meet the minimum lot and development standards as outlined in each base zone of the Cache County zoning ordinance and within this title.

(Ord. 2014-03, 3-25-2014, eff. 4-9-2014)

16.02.020: NATURAL BARRIER

- A. Applicants may utilize natural or manmade obstructions as boundary lines for subdivisions in conformance with this title and the Zoning Ordinance.
- B. An application may be made for any lot that is clearly separated by a natural or manmade barrier within the Agricultural Zone.
  - 1. Natural barrier determinations of this type will require that the lot is of sufficient size to allow for access, sewer/septic and water, and that further variances will not be required for development of the lot.
  - 2. Natural barrier determinations that do not meet the minimum density requirements for the zone within which the parcel is located may apply to the Board of Adjustments for a variance to the density requirement.
    - a. The Board of Adjustments shall consider any such request in compliance with state and county code requirements.
  - 3. The Planning Commission is the land use authority for natural barrier determinations. In the event that the Planning Commission or applicant requires further review of a proposed natural barrier, the County Council shall be the land use authority. Any appeal of the Planning Commission's decision must be reviewed by the Land Use Hearing Officer.
  - 4. Parcels created through the natural barrier process are allowed further subdivision in accordance with the standards of the Cache County ordinance currently in effect.
- C. Each parcel created by a natural barrier determination may be allowed to be further divided in compliance with this title and title 17 of this code.

(Ord. 2014-03, 3-25-2014, eff. 4-9-2014; amd. Ord. 2020-02, - -2020)

## HISTORY

Amended by Ord. 2 023-37 on 12/5/2023

### 16.02.030: AGRICULTURAL SUBDIVISION

Agricultural parcels may be subdivided without requiring a plat or specific approvals from the director, planning commission, or county council in conformance with state code 17-27a-605 with the following conditions:

- A. The lot qualifies as land in agricultural use under state code 59-2-5 of the farmland assessment act.
- B. The lot meets the minimum size requirements of applicable land use ordinances.
- C. The lot is not used and will not be used for any nonagricultural purpose.
- D. Lots having been subdivided by this process may obtain clearance for the construction of agricultural buildings, but shall not be permitted to construct residential or commercial structures. In the event that an agriculturally subdivided lot requests nonagricultural development, the lot will require a legal subdivision from the most recent legal parcel size and configuration, as defined by this title, prior to the issuance of any permits.
- E. Any requirements, conditions, stipulations, or restrictions on the use or development of a parent parcel shall apply to all lots that have been or are subdivided from a parent parcel, whether they are subdivided through an agricultural subdivision process or otherwise, unless specifically cleared by the Director of Development Services or Planning Commission with findings of fact.

(Ord. 2014-03, 3-25-2014, eff. 4-9-2014)

### 16.02.040: APPROVAL PROCESS

Subdivisions are to be approved utilizing the following process (any alterations in this process shall be approved by the Director of Development Services):

- A. Pre Application: Upon completing a concept plan, applicants may request that the Director and/or the Planning Commission review all applicable codes and identify any preliminary issues which are likely to be of concern in evaluating the subdivision.
- B. Preliminary Plat: Applicants must submit to the Director a completed subdivision application, a preliminary plat, and any other associated materials deemed necessary by this code or by the Director. This information shall be reviewed by the Planning

Commission. The Planning Commission shall establish a reasonable deadline for applications to be heard for each meeting. The Planning Commission shall be the land use authority and may approve, Approve with conditions, or deny a Preliminary Plat Application.

C. Final Plat: The Director of Development Services must review the application, proposed plat, and any recommendations by staff. The Director of Development Services may approve, approve with stipulations or alterations, or deny any subdivision plat.

D. Final Plat Recordation: The final step in the review and approval process is the recordation of the final plat of the proposed subdivision in the office of the Cache County Recorder. It shall be the responsibility of the Director to ensure that all stipulations/alterations have been completed and that the plat meets all applicable codes prior to recordation.

(Ord. 2014-03, 3-25-2014, eff. 4-9-2014; amd. Ord. 2020-02, - -2020)

## HISTORY

Amended by Ord. 2 023-37 on 12/5/2023

### 16.02.050: SUBDIVISION PLAT AMENDMENT

A. Amending a recorded Subdivision plat shall comply with the Utah Code 17-27a-608 as amended. The County shall publish notices in compliance with Utah Code 17-27a-207 as amended.

B. Amending A Legally Recorded Subdivision Plat: Any fee owner, as shown on the last County assessment rolls, of land within a subdivision may, in writing, petition the Land Use Authority to have the plat, any portion of it, or any road or lot contained in it, vacated, altered, or amended.

1. The Planning commission shall be the Land Use Authority for a Subdivision Plat Amendment unless the amendment proposes to amend, vacate, or alter a County right-of-way or easement, in which case the Planning commission shall make a recommendation to the County Council that will serve as the Land Use Authority.

C. Approved With A Conditional Use Permit: The division of any property previously approved through the conditional use permit process shall be considered, for the purpose of this title and title 17 of this Code, a legally recorded subdivision if a subdivision plat for that division was recorded at the time of approval.

D. Consideration Of Amendment: The Land Use Authority may consider any proposed vacation, alteration, or amendment of a recorded subdivision plat in

compliance with section 17-27a-608 and 609, Utah Code Annotated, 1953, as amended.

E. Request For Amendment: A request for a subdivision amendment must include the following material:

1. For The Adjustment Of Boundary Lines Between Existing, Legal Lots: A record of survey showing the parcels or lots identifying the existing lot line dividing the parcels and the proposed new lot line(s) after the adjustment including the legal description for each amended lot or parcel.
2. For The Creation Of A New Lot/Parcel: Any division of property that results in the creation of a developable lot must meet the minimum lot and development standards as outlined in each base zone of the Cache County zoning ordinance and within this title.

F. Amending An Approved Subdivision Plat Prior To Recordation: An approved, unrecorded subdivision plat may have minor modifications made to the final plat so long as the modifications are not substantial, as determined by the Director of Development Services. The final plat must contain all necessary signatures and be recorded in compliance with this title.

(Ord. 2018-09, 8-14-2018, eff. 8-28-2018)

## HISTORY

Amended by Ord. 2 023-37 on 12/5/2023

### 16.02.060: CLUSTER SUBDIVISION OPTION

The cluster subdivision option is provided by Cache County to encourage creativity in subdivision design, to encourage the achievement of the goals and policies of the Cache Countywide Comprehensive Plan, and to allow for the protection of natural features and the provision of features and amenities for the subdivision site and Cache County. Full compliance with all the provisions of this title and all other applicable state and federal requirements is required.

A. An application for a cluster subdivision shall be submitted to the Director of Development Services and shall be considered concurrently with an application for subdivision approval. All use requirements of the zoning district in which the cluster subdivision is located shall apply; and the application requirements for either a preliminary subdivision plat application, final subdivision plat application, or lot split subdivision application, as applicable, shall apply.

B. The total number of dwelling units allowed in a cluster subdivision shall be the same as the number allowed by the minimum lot area requirements of the zoning

district in which the proposed cluster subdivision is located. Any land(s) used for other uses shall not be included in the area for determining the total number of allowed dwelling units. The total number of allowed dwelling units must also recognize any sensitive areas overlay requirements that may be applicable to the development site as identified in chapter 17.18 of this code.

C. The land(s) proposed for a cluster subdivision shall be in a single ownership or the application for a cluster subdivision shall be filed jointly by all owners.

D. A "cluster" is a designed grouping of residential lots of two (2) or more lots which may be used as a repetitive motif to form a series of clusters. Each cluster grouping shall be separated by either an agricultural area or natural open space to form the larger cluster subdivision.

E. Total open space areas for a cluster subdivision must be fifty percent (50%) or greater of the total area of the subdivision.

F. All roads developed within the cluster subdivision shall be designed and constructed in accordance with the county's road standards, and shall also be designed in a manner as to limit the amount of impact on the open space areas of the subdivisions.

G. All areas to be preserved for farm use and/or open space areas as a result of a cluster subdivision approval shall be preserved. These areas shall only be used, and shall be maintained in accordance with the conditions of the cluster subdivision approval as approved by the Planning Commission. Such area(s) shall be noted on the subdivision plat as an agricultural or open space area with future residential and commercial development prohibited.

H. The maximum density, or number of lots allowed, is based on the density standards of title 17, chapter 17.10, and as defined in chapter 17.07.040: General Definitions - "Developable Land in this code or as determined by the Land Use Authority to be in accordance with applicable County or State Code.

(Ord. 2014-03, 3-25-2014, eff. 4-9-2014; amd. Ord. 2020-02, - -2020)

#### 16.02.070: BOUNDARY LINE ADJUSTMENTS

A. Within A Legally Recorded Subdivision: An agreement to adjust property lines between adjoining properties within or affecting the boundary of a legally recorded subdivision requires the approval of the land use authority and must be executed upon the approval and completion of a subdivision amendment (see section 16.02.050 of this chapter).

B. Outside A Legally Recorded Subdivision: In compliance with sections 17-27a-522 and 523, Utah Code Annotated, 1953, as amended, an agreement to adjust property

lines between adjoining properties must meet the standards of, and shall be recorded in the office of the Cache County recorder, and is not subject to the review of the Cache County land use authority.

C. Compliance With Code: All properties amended by a boundary line adjustment are subject to the regulations of this code. Where boundaries, including subdivision amendments, are adjusted between properties that do not share the same zone, the zoning designation does not adjust with the adjusted property lines. Base and/or overlay zoning districts shall not be amended except through the formal process as identified in this code and by the state.

(Ord. 2014-03, 3-25-2014, eff. 4-9-2014)

#### 16.02.080: SINGLE LOT SUBDIVISIONS

A division of land resulting in the creation of a single developable lot and a single agricultural remainder parcel. Can only be created on an existing legal lot and is not required to conform with the density standards of title 17, chapter 17.10 of this code. This subdivision process must conform to all other requirements of this title and title 17 of this code.

(Ord. 2014-03, 3-25-2014, eff. 4-9-2014)

#### CHAPTER 16.03 REQUIREMENTS

##### 16.03.010: APPLICATION

##### 16.03.020: Pre Application Meeting

##### 16.03.030: PRELIMINARY SUBDIVISION PLAT REQUIREMENTS

##### 16.03.040: FINAL SUBDIVISION PLAT AND SUBDIVISION IMPORVEMENT PLANS REQUIREMENTS

##### 16.03.010: APPLICATION

The director of development services shall establish guidelines for all subdivision applications in conformance with this title. The application shall include all of the information required by staff, the planning commission, and the county council to make a decision on the proposed subdivision.

(Ord. 2014-03, 3-25-2014, eff. 4-9-2014)

##### 16.03.20 0: Pre Application Meeting

To promote efficiency and an understanding of the subdivision review and approval process of Cache County and to allow applicants to present their initial subdivision proposals to the county, all applicants for subdivision approval may present a concept plan of the proposed subdivision to the Director of Development Services. This process is not required, but it is highly recommended.

A. The conceptual development plan is an informal discussion document designed to allow the identification of policies, procedures, standards and other items that may be considered in the subdivision review and approval processes of Cache County once a subdivision application is received. To achieve these objectives and to promote the identification of all items necessary for consideration, the applicant should provide at a minimum a map, plat, and/or other scale drawing of the area. The following applicable information may also be submitted to provide further information on the nature and intent of the subdivision:

1. The configuration, size and number of lots in the proposed development;
2. Potential locations of hazards and sensitive lands as defined by title 17, chapter 17.18, "Sensitive Areas", of this code or other features which may impose peculiar construction requirements;
3. Potential open space;
4. The way in which the proposed development will fit into the context of the surrounding area;
5. The present and planned surrounding roads and utilities;
6. Access points and limiting of access, if required;
7. Existing and proposed trail system;
8. The anticipated time schedule for the development;
9. Plans and needs for water, sewer, roads, and sanitation disposal;
10. The development method that will be used, the total acreage involved, the number of allowable lots and the number of planned lots;
11. Any planned phasing or future development of adjacent land;
12. Any other information available or pertinent to the proposed subdivision or as required by the director.

B. A conceptual development plan shall not constitute an application for subdivision approval, as provided by this title, and is in no way binding on the county or the applicant. Any discussion that occurs at the concept plan phase shall not be considered as an indication of subdivision approval or denial, either actual or implied.

C. The director shall determine if a concept plan has sufficient detail and meets the basic requirements of this title and the zoning ordinance prior to presenting any concept plan to the planning commission.



D. The County shall provide feedback on the concept plan and shall provide or have available on the county website the following.

1. Copies of applicable land use regulations.
2. A complete list of standards required for subdivision applications.
3. Preliminary and final application checklist.
4. Deadlines and timelines for applications.

(Ord. 2014-03, 3-25-2014, eff. 4-9-2014)

## HISTORY

Amended by Ord. 2 023-37 on 12/5/2023

### 16.03.030: PRELIMINARY SUBDIVISION PLAT REQUIREMENTS

The following information is required for the subdivision of all lands located within Cache County. The applicant may be required to provide other information as required by the Director of Development Services, Planning Commission, and/or County Council necessary to evaluate the proposed subdivision.

- A. An application for a subdivision, provided by the Director, completed and signed by the owner(s), or authorized agent of the owner(s), of the land parcel(s) proposed to be subdivided.
- B. A preliminary subdivision plat shall be prepared by a licensed land surveyor in pen and the sheets shall be numbered in sequence if more than one sheet is used or required by the Director.
- C. The preliminary subdivision plat shall show the following:
  1. The layout or configuration of the proposed subdivision at a scale of no more than one inch equals one hundred feet (1" = 100'), or as recommended by the Director;
  2. Located at the top and center of the subdivision plat the proposed name of the subdivision and the section, township, range, principal median, and county of its location;
  3. A title block, placed on the lower right hand corner of the plat showing:
    - a. Name and address of owner(s) of record; and
    - b. Name and address of the licensed land surveyor responsible for preparing the preliminary plat; and
    - c. Date of preparation of the preliminary subdivision plat, and any revision dates;

4. Signature blocks prepared, as required and provided by the county, for the dated signatures of the Planning Commission Chair, Deputy County Surveyor, County Attorney, County Recorder and Bear River Board of Health Director;
5. North arrow, graphic and written scale, and the basis of bearings used;
6. Bearings shall be shown to the nearest second; lengths to the nearest hundredth foot; areas to the nearest hundredth acre;
7. Tabulation of the number of acres in the proposed subdivision, showing the total number of lots, and the areas of each lot;
8. A vicinity map of the site at a minimum scale of one inch equals two thousand feet (1" = 2,000');
9. Surveyed boundary of the proposed subdivision; accurate in scale, dimension, and bearing; giving the location of and ties to the nearest two (2) existing government control monuments. This information shall provide data sufficient to determine readily the location, bearing, and length of all lines and the location of all proposed monuments. The names of all adjoining property owners shall be shown;
10. A legal description of the entire subdivision site boundary;
11. All existing monuments found during the course of the survey (including a physical description such as "brass cap");
12. Identification of known natural features including, but not limited to, wetlands as identified by the U.S. Army Corps of Engineers, areas which would be covered in the event of one hundred (100) year floods, all water bodies, floodways including floodplains identified by FEMA and drainage ways, slopes exceeding twenty percent (20%) and slopes exceeding thirty percent (30%), and any other natural features as required by the Director or Planning Commission, for the entire or a portion of the subdivision site, including a tabulation of the acres in each. Subdivision impacted by sensitive Area Analysis as required by Cache County Code 17.18
13. Identification of known manmade features including, but not limited to, high voltage power lines, high pressure gas lines, hard surfaced roads, road easements, road rights-of-way, bridges, culverts and drainage channels, field drains, existing water and sewer trunk lines, all utility easements, railroads and railroad easements, irrigation ditches, canals and canal easements within and adjacent to the subdivision site as required by the Director or Planning Commission, for the entire or a portion of the subdivision site;
14. The location and dimensions of all existing buildings, existing property lines and fence lines;
15. The location with name and parcel number of all existing platted lots within, or contiguous to the subdivision site;
16. All lots, rights-of-way, and easements created by the subdivision with their boundary, bearings, lengths, widths, name, number, or purpose, shall be given. The

addresses of all lots shall be shown. All proposed new roads, whether public or private, shall be numbered, as provided by the Development Services Department, with the coordinates to proposed connections to existing county roads being shown;

17. Shall provide ~~layout of improvements draft Subdivision Improvement Plans,~~ including, but not limited to, the following:

a. All existing and proposed roadway locations and dimensions, including the width of the driving surface and the rights-of-way, with cross sections of all proposed roads. All proposed roads shall be designed to comply with the adopted road standards of Cache County;

b. Location and size of existing and proposed culinary water and sewer lines and/or, the location of all wells proposed, active and abandoned, and springs used for culinary water and the location of all septic systems and drain fields, as applicable, and the location of fire hydrants, and secondary water facilities if proposed as required by the Director, Planning Commission, or County Council for the entire or a portion of the subdivision site shall be shown;

c. ~~Proposed storm water drainage system for both surface and flood water, including a~~ Any drainage easements and natural drainage ways, indicating how the flow will be altered with the proposed development;

d. Layout of proposed power lines, including the source and connection to the existing power supply, together with the location of existing and proposed bridges, culverts, utilities, utility easements, and any common space or open space areas including the location and dimensions of all property proposed to be set aside for public or private reservation, with designation of the purpose of those set aside, and conditions, if any, of the dedication or reservation;

~~e. All other plans required to construct the subdivision.~~

18. Located on the preliminary plat, or separate map, the identification of the minimum building setback lines for each lot shall be shown;

19. An indication of the use for all proposed lots including required plat notes identifying agricultural protection areas, and other proposed or required protective and restrictive covenants;

20. Endorsement on the plat by every person having a security interest in the subdivision property that they are subordinating their liens to all covenants, servitudes, and easements imposed on the property;

21. All monuments erected, corners, and other points established in the field in their proper places. The material of which the monuments, corners, or other points are made shall be noted. The legend for metal monuments shall indicate the kind of metal, the diameter, and length of the monuments;

22. A letter or other written form of consent by the owner including a reference to the named subdivision and the dedication of public ways or spaces, as required. This shall be signed, dated, and notarized;

23. A surveyor's certificate showing the name and registration number of the land surveyor responsible for making the final plat, and certifying to the plat's accuracy. A simple subdivision may not require a full survey, but instead may be completed through a metes and bounds determination. A waiver form shall be approved by the Cache County Recorder, the County Surveyor (or their representative), and the Director;

24. Any subdivision notes as required by the Director. An approved list of all possible notes and their applicability shall be maintained by staff.

D. A title report for the property proposed to be subdivided provided by a title company within thirty (30) days of the date of subdivision application.

E. A development phasing schedule (if applicable) including the sequence for each phase, approximate size in area of each phase, and proposed phasing of construction of all private and public improvements.

F. A tax clearance from the Cache County Treasurer indicating that all taxes, interest and penalties owing for the property have been paid.

G. The names and addresses of all owners of record of real property within three hundred feet (300') of the parcel of land proposed for subdivision, including the names and addresses of the holders of any known valid mineral leases.

H. Payment of the non-refundable administrative processing fee, and a refundable preliminary plat application fee. See Consolidated Fee Schedule for amount of fee.

I. No later than 15 business days after the day on which a complete application was submitted, county staff shall complete and provide an initial review report to the applicant and the Planning Commission.

(Ord. 2014-03, 3-25-2014, eff. 4-9-2014; amd. Ord. 2020-02, - - 2020; Ord. 2021-22, 12-14-2021, eff. 1-1-2022)

## HISTORY

Amended by Ord. 2 023-37 on 12/5/2023

## 16.03.040: FINAL SUBDIVISION PLAT AND SUBDIVISION IMPORVEMENT PLANS REQUIREMENTS

Following approval or approval with conditions of a Preliminary ~~Plat and the draft Subdivision Improvement Plan~~, the applicant shall submit a Final Plat and Subdivision Improvement Plans application with the Development Services Office. The final subdivision plat is required for the recordation of a subdivision plat as approved by the Development Services Director. The final plat shall reflect any changes to the proposed plat required by the Planning Commission conditions during the preliminary plat approval and must be reviewed and approved by the Director of Development Services for completeness prior to recordation.

A. Final Subdivision Plat: A final Subdivision plat shall be prepared by a licensed land surveyor, and conforming to current surveying practice and in a form acceptable to the Cache County Recorder for recordation. The final subdivision plat shall contain all of the information required in the preliminary subdivision plat and shall be presented to the Director in the following form: one twenty four inches by thirty six inches (24" x 36") in ink on reproducible mylar copy of the final subdivision plat along with one digital copy (type to be specified by the Director) at the same scale and containing the same information. All sheets shall be numbered and referenced to an index map and all required certificates shall appear on a single sheet (along with the index and vicinity maps). All revision dates must be shown as well as the following:

1. Notation of any self-imposed restrictions, or other restrictions, if required by the Planning Commission in accordance with this title or title 17 of this code;
2. Other final subdivision plat notes, as required by Cache County or State Code or as required by the Planning Commission.

B. Subdivision Improvement Plans: Subdivision Improvement Plans shall be prepared by a licensed engineer and conform to current engineering, public works, and International Fire Code standards and all other applicable County and State Code Requirements provided in a form acceptable to the Cache County Engineer and Fire District.

1. The Subdivision Improvement Plans shall address conditions within the initial preliminary plat report and any conditions of approval by the Planning Commission.
2. Improvement Plans shall comply with Cache County Requirements for all Subdivisions found in this chapter, in addition to adopted design standards, master plans, Manual of Roadway Design & Construction Standards (Road Manual), stormwater standards as adopted by the County and State, and any other applicable standards adopted by the County.
3. The County Engineer and Fire Marshall shall be the Land Use Authority for Subdivision Improvement Plans

C. Review of proposed Final Plat and Subdivision Improvement Plans: Cache County Development Services, County Engineer, and Fire District shall review and provide reports to the applicant in

compliance with State Code 17-27a-604.2 as amended.

1. The subdivision Final Plat and Improvement Plans shall be subject to four Review Cycles, as defined in this chapter.

a. The County shall have 20 business days to review and provide an indexed report to the applicant with all required changes. This report shall cite and reference adopted code, design standards, and master plans that would require the change.

(1) The County may require additional information relating to an applicant's plans to ensure compliance with county ordinances and approved standards and specification for construction of public improvements; and

(2) Modification to plans that do not meet current ordinances, applicable standards, or specification or do not contain complete information.

b. The Review Cycle limitation does not apply to property containing sensitive lands and geological hazard areas.

2. If an applicant makes a material change to a plan set, the County Engineer has the discretion to restart the review process at the first review of the final application, but only with respect to the portion of the plan set that the material change substantially affects.

3. The applicant shall submit revised plans and shall provide a written explanation in response to the county's review comments, identifying and explaining the applicant's revisions and any reasons for declining to make a revision.

a. If the applicant does not submit a revised plan within 20 business days after the County requires a modification or correction, the County shall have an additional 20 business days to respond to the plans.

D. If on the the fourth and final review review, the County fails to respond within 20 business days, the County shall, upon request of the property owner, and within 10 business days after the day on which the request is received:

1. For a dispute arising from the subdivision improvement plans, assemble an appeal panel in accordance with State Code 17-27a-604.2, to review and approve or deny the final revised set of plans. Unless otherwise agreed by the applicant and the County, the panel shall consist of the following three experts:

a. one licensed engineer, designated by the County;

b. one licensed engineer, designated by the land use applicant; and

c. one licensed engineer, agreed upon and designated by the two designated engineers as appointed in this section.

2. The members of the appeal panel assembled by the County may not have an interest in the application that is the subject of the appeal.

3. The subdivision applicant shall pay 50% of the cost of the panel and the County's published appeal fee.

4. For a dispute arising from a subdivision ordinance review, the County shall advise the applicant to file an appeal with the Land Use Hearing Officer.

E. All of the required signature blocks shall be signed prior to the recordation of the final plat.

F. All other requirements of this title, title 17 of this code, or of the Planning Commission shall be met prior to the recordation of the final plat.

(Ord. 2014-03, 3-25-2014, eff. 4-9-2014; amd. Ord. 2020-02, - -2020)

## HISTORY

Amended by Ord. 2 023-37 on 12/5/2023

### CHAPTER 16.04 GENERAL REQUIREMENTS FOR ALL SUBDIVISIONS

16.04.010: SUBDIVISION LAYOUT

16.04.020: COMMENCEMENT OF SITE DEVELOPMENT

16.04.030: LOTS

16.04.040: ROADS

16.04.050: PROTECTION STRIPS

16.04.060: UTILITIES AND EASEMENTS

16.04.070: STORM DRAINAGE REQUIREMENTS

16.04.080: SUITABILITY REQUIREMENTS FOR SUBDIVISIONS

16.04.090: REDESIGN

16.04.100: COMPLETION OF DEVELOPMENT IMPROVEMENTS

16.04.110: IMPROVEMENT SURETY

16.04.120 : COORDINATION WITH MUNICIPALITIES AND OTHER SERVICE PROVIDERS

#### 16.04.010: SUBDIVISION LAYOUT

A. The subdivision layout shall conform to the Cache countywide comprehensive plan, this title, and all other requirements of state code and this code.

B. Where trees, groves, waterways, scenic points, historic spots or other county assets and landmarks, as determined by the land use authority, are located within a proposed subdivision, every practical means shall be provided to preserve these features. Staff may provide recommendations from qualified organizations to aid in the determination of these features.

C. Whenever a tract to be subdivided adjoins or embraces any part of an existing road as claimed by the county or a proposed road designated within the countywide comprehensive plan, such part of the public way shall be platted and dedicated to the county.

(Ord. 2016-03, 4-26-2016, eff. 5-12-2016)

#### 16.04.020: COMMENCEMENT OF SITE DEVELOPMENT

The development services department shall have the authority to authorize the initiation of construction activities (altering the terrain or vegetation) on the proposed subdivision site. Any site development shall only commence after receiving all required permits and reviews and meeting the requirements of this title and this code.

(Ord. 2016-03, 4-26-2016, eff. 5-12-2016)

#### 16.04.030: LOTS

A. All subdivisions shall result in the creation of lots which are developable and capable of being built upon with the exception of agricultural remainders. A subdivision shall not create lots which would make improvement impractical due to size, shape, steepness of terrain, location of watercourses, problems of sewerage, or access grades, or other physical conditions.

B. All lots or parcels created by the subdivision shall have reasonable access as defined within this code.

C. The minimum area, dimensions, and density of all lots shall conform to the requirements of title 17 of this code for the zoning district in which the subdivision is located.

D. A lot shall not be divided by an incorporated town or county limit line. No permits shall be issued on any lot/parcel that is divided by a municipal jurisdictional line except for agricultural buildings.

E. Lot numbers shall begin with the number "1" and shall continue consecutively through the subdivision, with no omissions or duplications; no block designations shall be used.

(Ord. 2016-03, 4-26-2016, eff. 5-12-2016)



#### 16.04.040: ROADS

- A. All roads shall be designed and constructed in accordance with the specifications found within title 12 of this code.
- B. Private roads shall be identified on the subdivision plat with the appropriate subdivision notes.
- C. Road patterns in the subdivision shall be in conformity with the most advantageous development of adjoining areas. The following principles shall be observed:
  - 1. Where appropriate to the design and terrain, proposed roads shall be continuous and in alignment with existing planned or platted roads with which they are to connect and based on the grid system common to Cache County. Where dead end roads are proposed, the land use authority may require that a road and/or right of way be extended to the subdivision boundary to provide road connectivity and access alternatives for current, proposed, and future development.
  - 2. Proposed roads shall intersect one another at right angles, or as near to as topography and other limiting factors of good design permit.

(Ord. 2016-03, 4-26-2016, eff. 5-12-2016)

#### 16.04.050: PROTECTION STRIPS

Protection strips shall not be permitted under any circumstances, nor shall remnant parcels be permitted which may act as protection strips. A protection strip is any piece of ground created to inhibit access to a road, right of way, and/or easement as determined by the land use authority.

(Ord. 2016-03, 4-26-2016, eff. 5-12-2016)

#### 16.04.060: UTILITIES AND EASEMENTS

Utility easements shall be provided within the subdivision as required for public utility purposes. Easements shall be dedicated along all front, rear, and side setbacks as deemed necessary by the Planning Commission and/or utility providers.

(Ord. 2016-03, 4-26-2016, eff. 5-12-2016; amd. Ord. 2020-02, - -2020)

#### 16.04.070: STORM DRAINAGE REQUIREMENTS

All subdivision applications shall be required to meet all state and county stormwater permitting requirements.

(Ord. 2016-03, 4-26-2016, eff. 5-12-2016)

## HISTORY

Amended by Ord. 2 023-37 on 12/5/2023

### 16.04.080: SUITABILITY REQUIREMENTS FOR SUBDIVISIONS

The following information is required as part of a subdivision review to establish the availability of basic services required to provide for the public health, safety, and welfare.

#### A. Water Requirements:

1. Domestic water rights are required for all subdivided lot(s) with the exception of subsection A1a of this section. The land use authority may also require culinary water systems on any subdivision. The required water rights shall be as approved by the State Division of Water Quality and in conformance with Utah Administrative Code R309-510.

a. Subdivisions may be approved with a single dry lot. Any dry lot approved shall be labeled clearly on the plat as "Dry Lot - Restricted for development until an approved domestic water right is provided." In addition to the plat notation, a certificate shall be recorded on each new dry lot created stating that the lot has been approved, but that domestic water shall be required prior to the issuance of a zoning clearance. The plat notation may be removed by the Director of Development Services upon evidence that an approved water right has been assigned to the lot.

2. If a water source being utilized for a lot is not located within that lot, appropriate easements and rights-of-way shall be provided and recorded with the plat, or at such time that development occurs.

3. The land use authority may require that secondary (irrigation) water rights for a subdivided lot(s) be established as a condition of any subdivision approval. The amount of water required shall be in conformance with Utah Administrative Code R309-510.

4. Any secondary water presented to fulfill the requirements of this title shall indicate the source of the water, proof of water rights, and the equivalent amount of acre feet.

#### B. Sewage Requirements:

1. Subdivision applications, proposing individual on-site wastewater disposal systems, shall include feasibility reports meeting the requirements of the Bear River Health Department or Utah Department of Environmental Quality, as applicable, for each lot proposed. All applicants for a subdivision where on site wastewater systems

are proposed shall provide a septic tank permit or septic tank feasibility letter from the applicable authority for the entire subdivision and/or each lot proposed. The minimum lot size, as determined in each base zoning district, may be increased as required to ensure that each lot will be able to provide adequate on-site sewer treatment.

2. If a subdivision requires that off-site facilities be provided, appropriate easements and rights-of-way shall be required. Additionally, any engineering, site studies, or other requirements by the health department shall be conditions of approval for the proposed subdivision.

3. Alternative sewage treatment may be required in conformance with section 17.10.050A4b.

C. Fire Control: A review provided by the Cache County Fire District identifying any items related to providing the proposed subdivision with adequate fire protection and suppression services including but not limited to:

1. Ability to meet the requirements of the International Fire Code;
2. Suitable equipment access based on the needs of the proposed use including but not limited to sufficient roadway improvements (minimum width, structural stability, turn-around capabilities, year round maintenance, and other legal requirements);
3. Access to suitable water supply for fire protection (water tenders, hydrants, storage tanks, or as otherwise required).

D. School Bus Service: A review provided by the Cache County School District, identifying any items related to the provision of school bus services.

E. Roads And Access: A review provided by the Development Services Department that identifies the following:

1. Basic layout of the existing road(s) proposed to service the subdivision.
2. A basic analysis, to the extent possible, outlining if the existing roads meet current standards as outlined within title 12.
3. A review of the existing maintenance efforts, both summer (pavement preservation versus grading) and winter (snow removal services).
4. Additional information that would impact access issues related to the proposed subdivision or the traveling public.

Alternatively, if the proposed subdivision is accessed directly from a state highway, an access permit as required by the state of Utah Department of Transportation shall be provided with the application materials. A UDOT review through the Cache Access Management Program shall be provided prior to Planning Commission review of the plat.

F. Solid Waste Disposal: If the proposed subdivision is located outside of the boundaries of Service Area #1, a garbage or refuse plan shall be provided for review by the Planning Commission.

G. Other Information And Materials: The Land Use Authority may require, with the reasons for such request being identified as either code requirements or items of concern as specified on the record, the applicant to provide additional information including but not limited to feasibility studies and/or evidence indicating suitability of the area for the proposed subdivision.

(Ord. 2016-03, 4-26-2016, eff. 5-12-2016; amd. Ord. 2020-02, - -2020)

#### 16.04.090: REDESIGN

The Planning Commission may require that a subdivision be redesigned based on a recommendation from either staff or the Planning Commission. The redesign may be required based on either site constraints that may include, but are not limited to, topography, floodplain or waterways, historic or culturally significant elements, access issues, or other natural features. A redesign of a subdivision may also be required based on land use planning external to the site.

(Ord. 2016-03, 4-26-2016, eff. 5-12-2016; amd. Ord. 2020-02, - -2020)

#### 16.04.100: COMPLETION OF DEVELOPMENT IMPROVEMENTS

A. Improvements: The Planning Commission may require on-site and off-site improvements as outlined within County Code or as otherwise determined necessary by the Land Use Authority based on the record as required to protect the public health, safety, and welfare.

B. No development shall be recorded until all of the conditions for approval have been met and all required improvements have been completed to the standards and specifications established by the county or other codes, laws, or regulations unless an improvement agreement is in place as defined by section 17.07.040. The following minimum requirements also apply:

1. Construction within the subdivision shall conform to all federal and state regulations.

2. Subdivision Improvement Plans and construction within the subdivision shall conform to the Cache County Ordinance and Manual of Roadway Design and Construction Standards.

C. Permits must be obtained for construction of the infrastructure facilities within the subdivision.

D. Issuance Of Permits: No permits for structures shall be issued within a development that has not completed all improvements and/or conditions. However, the Director of Development Services may, upon review of health, safety, and/or access concerns, issue permits for non-combustible construction only.

(Ord. 2016-03, 4-26-2016, eff. 5-12-2016; amd. Ord. 2020-02. - -2020)

## HISTORY

Amended by Ord. 2 023-37 on 12/5/2023

### 16.04.110: IMPROVEMENT SURETY

A subdivider shall guarantee improvements in accordance with the following:

A. Completion of improvements before recordation. If an applicant desires to construct improvements as shown on approved subdivision Improvement Plans prior to recordation:

1. Recordation of the plat shall not occur until the improvements required in connection with the subdivision have been completed and accepted.
2. An applicant shall provide improvement surety of conditionally accepted improvements in a form acceptable to the County as shown in this Title in the following amount:
  - a. Ten percent of the total cost of all the required improvements shall be retained by the County during the 12-month (24-month if applicable) warranty period.

B. Recordation before completion of improvements. An applicant who desires to record any subdivision plat prior to the completion of subdivision improvements shall provide a financial guarantee for the completion of the improvements.

C. Authorization To Accept Surety: The Public Works is authorized to accept improvement surety to the completion of improvements and/or conditions imposed by ordinance or by a land use authority.

D. Acceptable Types Of Surety: The following types of improvement surety reflecting one hundred ten percent (110%) of the average of the bid estimates may be accepted:

1. Irrevocable letter of credit issued by a federally insured financial institution.
2. Performance bond issued by a financial institution, insurance company, or surety company with an A.M. Best rating of not less than A-:IX.

E. Estimating The Cost Of Improvements:

1. The developer shall present the county with a firm construction bid for the improvements and/or conditions to be addressed. The bid must be valid for a reasonable period of time from the date of the bid.
2. The bid shall be reviewed by the director or the director's designee prior to acceptance.

3. Upon the director's approval of the bid amount, the developer may provide improvement surety of not less than one hundred ten percent (110%) of the bid amount.

4. If the director does not accept the bid, the developer shall obtain an additional firm bid for the work to be secured with prices valid for at least six (6) months. The county shall accept the average of the two (2) submitted bids as the base amount for improvement security.

F. Completion Of Improvements: As applicable, improvements as identified in the Subdivision Improvement Plans must be completed three (3) months prior to the expiration of the improvement surety or said surety shall be required to be extended.

G. Inspection: Upon completion of improvements, the county will inspect said facilities to ensure conformance with all requirements and accept the facilities based on said conformance. Upon acceptance of the improvements, the county shall retain ten percent (10%) of the bond amount for a period of not less than one year and no longer than allowed by state code.

(Ord. 2016-03, 4-26-2016, eff. 5-12-2016)

#### HISTORY

Amended by Ord. 2 023-37 on 12/5/2023

#### 16.04.120: COORDINATION WITH MUNICIPALITIES AND OTHER SERVICE PROVIDERS

A. Cache County fully supports access management along all state roads and shall work with all applicants of subdivisions through the Cache access management policy to work with the Utah department of transportation to coordinate access, capaCounty, and safety issues.

B. Cache County will work fully with applicants of subdivisions and adjacent/nearby municipalities to ensure that the information is available to applicants and the municipalities in terms of service provision, development, and annexation in conformance with this title, the land use ordinance, and state code section 10.2, part 4, annexation.

(Ord. 2016-03, 4-26-2016, eff. 5-12-2016)

#### HISTORY

Amended by Ord. 2 023-37 on 12/5/2023

#### 4. Amends and Supersedes

This ordinance amends and supersedes applicable portions of Title 16 of the Cache County Code, and supersedes all other prior ordinances, resolutions, policies, and actions of the County Legislative Body of Cache County to the extent that the provisions of such prior ordinances, resolutions, policies, or actions are in conflict with this ordinance. In all other respects, such prior ordinances, resolutions, policies, and actions shall remain in full force and effect.

#### 5. Effect

The ordinance amendments will take effect on **November 1, 2024** to coincide with the effective date of HB 476. Following its passage but prior to the effective date, a copy of the ordinance shall be deposited with the County Clerk and a short summary of the ordinance shall be published in a newspaper of general circulation within the County as required by law.

**Approved and Adopted** this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

	In Favor	Against	Abstained	Absent
Beus				
Erickson				
Goodlander				
Gunnell				
Hurd				
Tidwell				
Ward				
Total				

Cache County Council:

Attest:

\_\_\_\_\_  
David Erickson, Chair  
Cache County Council

\_\_\_\_\_  
David Benson  
Cache County Clerk

Publication Date: \_\_\_\_\_, 2024

**Action of the County Executive**

Regarding Ordinance 2024-08

\_\_\_\_\_ Approve

\_\_\_\_\_ Disapprove (A Statement of Objection is attached)

\_\_\_\_\_  
David Zook, Executive  
Cache County

\_\_\_\_\_ Date





**CACHE COUNTY**  
**RESOLUTION NO. 2024 - 14**

**A RESOLUTION AMENDING SECTION 3-100 OF THE COUNTYWIDE POLICY  
MANUAL ESTABLISHING DEFINED USES FOR CERTAIN 3-DIGIT LINE-ITEM  
CODES IN THE COUNTY BUDGET**

- (A) WHEREAS, the County Council may pass all ordinance and rules and make all regulations, not repugnant to law, necessary for carrying into effect or discharging its powers and duties pursuant to Utah Code §17-53-223(1); and
- (B) WHEREAS, Resolution 2023-28 created the Countywide Policy Manual, intended to establish policies for internal operations in the County and amended by the Council by resolution; and
- (C) WHEREAS, the Uniform Fiscal Procedures Act for Counties of the Utah Code requires counties to use line-item budgeting; and
- (D) WHEREAS, many line-items in a given departmental budget are common across many different departments, but no common definition has been written down prior to this resolution; and
- (E) WHEREAS, the policy was approved by the Ordinance and Policy Review Committee by a vote of 3-0 at its July 12, 2024 meeting.

NOW, THEREFORE, the County Legislative Body of Cache County resolves as follows:

**SECTION 1:**

Section 3-100 of the Cache County Countywide Policy Manual is amended to read as follows, with a redline version attached as **Exhibit A**:

Section 3 – Revenue and Finance

3-100: Budgets

**I. Fiscal Procedures and Budgeting**

A. Cache County will operate within a budget created in adherence to Utah State Code §17-36, the Uniform Fiscal Procedures Act for Counties and Cache County Code §3.04, the Cache County Fiscal Procedures Ordinance.

B. The purpose of subsection 3-100 herein shall be to establish countywide policies for creating, adhering to, and amending the county budget. In the event of a conflict between



**CACHE COUNTY**  
**RESOLUTION NO. 2024 - 14**

Subsection 3-100 and any state law or county code, the provisions of state law or county code shall apply.

**II. Adherence to the Budget**

A. General Ledger Codes: Each line-item in the approved budget shall have a unique 10 digit “general ledger code” (“GL Code” hereafter), signifying the appropriate source fund, relevant department, and intended use within that department.

1. While each GL code in the budget will be unique, certain three digit line-item identifiers (the last three digits of a GL code) will be common throughout each departmental budget. These three digit codes should be applied to similar purchases throughout the county, regardless of the department. These common three digit line-item codes include:

Code	Title	Intended Use
Personnel		
-110	Full Time Employees	Salaries and wages for Full Time Employees and County Council Members
-115	Overtime	Overtime pay for all employees
-120	Part Time Employees	Salaries and wages for Part Time Employees
-125	Seasonal Employees	Salaries and wages for Seasonal Employees
-130	Employee Benefits	Costs associated with Employee Benefits
-142	On-Call Time	On Call Pay, as described in VII-U of the Cache County Personnel Policy & Procedure Manual.
Professional Services		
-230	Travel	Travel expenses such as hotels, meals, mileage, airfare, rentals, but not for expenses associated with ordinary or regular operations.
-310	Professional & Technical	Engineers, architects, attorneys, auditors, other credentialed experts/professionals hired contractually (exception to PO policy)
-311	Software Packages	Fees and expenses related to the use of software for the county
-330	Education & Training	Fees for in-person or online training as well as registration expenses for conferences or conventions.
Supplies & Other Services		
-210	Subscriptions & Memberships	Professional memberships, subscriptions to magazines, newspapers, etc.
-240	Office Expense & Supplies	Office supplies (paper, pens, etc.), paper shredding, office refreshments, postage, working lunches.



**CACHE COUNTY**  
**RESOLUTION NO. 2024 - 14**

-260	Building and Grounds	For departments housed outside the County Administration Building and County Courthouse: All expenses related to the regular upkeep and maintenance of the property, both indoors and outdoors. Departments housed at the County Administration Building or County Courthouse shall have these expenses paid out of the Building and Grounds Departmental Budget, and shall not have this line item.
-270	Utilities	For departments housed outside the County Administration Building and County Courthouse: All expenses related to operating their respective building (electric, gas, trash collection, water, etc.). Departments housed at the County Administration Building or County Courthouse shall have these expenses paid out of the Building and Grounds Departmental Budget, and shall not have this line item.
-280	Communications	Cell phones, landlines, ISDN, long-distance calls, WiFi/internet.
-290	Fuel	Fuel expenses associated with ordinary and regular operations.
-510	Insurance	All costs for insurance (these costs will generally be allocated by the Finance Division).
-620	Miscellaneous Services	Any expenses within that department needed for bona fide county business that do not have an appropriate line-item in which they can be accounted.
Minor Equipment & Maintenance		
-250	Equipment Supplies & Maint	Supplies to run and maintain equipment (consumables), repairs
-251	Non Capitalized Equipment	Under \$5,000 for individual item, and typically for some sort of equipment
Capital Investment		
-740	Capitalized Equipment	Capital expenses

2. All expenses that can be classified under one of the above line-item codes shall be classified as such.

3. Any expenses that cannot be classified under one of the above line-item codes shall be budgeted under unique three digit codes created by the County Auditor. While these three digit codes should be unique with respect to the other GL codes in the departmental budget, they need not be unique with respect to three digit codes in other departmental budgets (ie., two different departments may each have different GL codes ending in “-350”).



**CACHE COUNTY**  
**RESOLUTION NO. 2024 - 14**

**SECTION 2:**

This policy will take effect January 1, 2025 and upon its passage and approval by the Cache County Council.

PASSED AND APPROVED BY THE COUNTY COUNCIL OF CACHE COUNTY, UTAH  
THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2024.

	In Favor	Against	Abstained	Absent
David Erickson				
Sandi Goodlander				
Nolan Gunnell				
Barbara Tidwell				
Karl Ward				
Mark Hurd				
Kathryn Beus				
Total				

**CACHE COUNTY:**

**ATTEST:**

By: \_\_\_\_\_  
David L. Erickson, Chair

By: \_\_\_\_\_  
Bryson Behm, County Clerk



CACHE COUNTY  
RESOLUTION NO. 2024 - 14

## EXHIBIT A

The redline version of Section 3-100 of the Countywide Policy Manual is provided below to show the proposed change:

### Section 3 – Revenue and Finance

#### 3-100: Budgets

##### I. Fiscal Procedures and Budgeting

A. Cache County will operate within a budget created in adherence to Utah State Code §17-36, the Uniform Fiscal Procedures Act for Counties and Cache County Code §3.04, the Cache County Fiscal Procedures Ordinance.

B. The purpose of subsection 3-100 herein shall be to establish countywide policies for creating, adhering to, and amending the county budget. In the event of a conflict between Subsection 3-100 and any state law or county code, the provisions of state law or county code shall apply.

##### II. Adherence to the Budget

A. General Ledger Codes: Each line-item in the approved budget shall have a unique 10 digit “general ledger code” (“GL Code” hereafter), signifying the appropriate source fund, relevant department, and intended use within that department.

1. While each GL code in the budget will be unique, certain three digit line-item identifiers (the last three digits of a GL code) will be common throughout each departmental budget. These three digit codes should be applied to similar purchases throughout the county, regardless of the department. These common three digit line-item codes include:

<u>Code</u>	<u>Title</u>	<u>Intended Use</u>
<u>Personnel</u>		
<u>-110</u>	<u>Full Time Employees</u>	<u>Salaries and wages for Full Time Employees and County Council Members</u>
<u>-115</u>	<u>Overtime</u>	<u>Overtime pay for all employees</u>
<u>-120</u>	<u>Part Time Employees</u>	<u>Salaries and wages for Part Time Employees</u>
<u>-125</u>	<u>Seasonal Employees</u>	<u>Salaries and wages for Seasonal Employees</u>
<u>-130</u>	<u>Employee Benefits</u>	<u>Costs associated with Employee Benefits</u>



**CACHE COUNTY**  
**RESOLUTION NO. 2024 - 14**

<u>-142</u>	<u>On-Call Time</u>	<u>On Call Pay, as described in VII-U of the Cache County Personnel Policy &amp; Procedure Manual.</u>
<u>Professional Services</u>		
<u>-230</u>	<u>Travel</u>	<u>Travel expenses such as hotels, meals, mileage, airfare, rentals, but not for expenses associated with ordinary or regular operations.</u>
<u>-310</u>	<u>Professional &amp; Technical</u>	<u>Engineers, architects, attorneys, auditors, other credentialed experts/professionals hired contractually (exception to PO policy)</u>
<u>-311</u>	<u>Software Packages</u>	<u>Fees and expenses related to the use of software for the county</u>
<u>-330</u>	<u>Education &amp; Training</u>	<u>Fees for in-person or online training as well as registration expenses for conferences or conventions.</u>
<u>Supplies &amp; Other Services</u>		
<u>-210</u>	<u>Subscriptions &amp; Memberships</u>	<u>Professional memberships, subscriptions to magazines, newspapers, etc.</u>
<u>-240</u>	<u>Office Expense &amp; Supplies</u>	<u>Office supplies (paper, pens, etc.), paper shredding, office refreshments, postage, working lunches.</u>
<u>-260</u>	<u>Building and Grounds</u>	<u>For departments housed outside the County Administration Building and County Courthouse: All expenses related to the regular upkeep and maintenance of the property, both indoors and outdoors. Departments housed at the County Administration Building or County Courthouse shall have these expenses paid out of the Building and Grounds Departmental Budget, and shall not have this line item.</u>
<u>-270</u>	<u>Utilities</u>	<u>For departments housed outside the County Administration Building and County Courthouse: All expenses related to operating their respective building (electric, gas, trash collection, water, etc.). Departments housed at the County Administration Building or County Courthouse shall have these expenses paid out of the Building and Grounds Departmental Budget, and shall not have this line item.</u>
<u>-280</u>	<u>Communications</u>	<u>Cell phones, landlines, ISDN, long-distance calls, WiFi/internet.</u>
<u>-290</u>	<u>Fuel</u>	<u>Fuel expenses associated with ordinary and regular operations.</u>
<u>-510</u>	<u>Insurance</u>	<u>All costs for insurance (these costs will generally be allocated by the Finance Division).</u>
<u>-620</u>	<u>Miscellaneous Services</u>	<u>Any expenses within that department needed for bona fide county business that do not have an appropriate line-item in which they can be accounted.</u>
<u>Minor Equipment &amp; Maintenance</u>		



**CACHE COUNTY**  
**RESOLUTION NO. 2024 - 14**

<u>-250</u>	<u>Equipment Supplies &amp; Maint</u>	<u>Supplies to run and maintain equipment (consumables), repairs</u>
<u>-251</u>	<u>Non Capitalized Equipment</u>	<u>Under \$5,000 for individual item, and typically for some sort of equipment</u>
<u>Capital Investment</u>		
<u>-740</u>	<u>Capitalized Equipment</u>	<u>Capital expenses</u>

2. All expenses that can be classified under one of the above line-item codes shall be classified as such.

3. Any expenses that cannot be classified under one of the above line-item codes shall be budgeted under unique three digit codes created by the County Auditor. While these three digit codes should be unique with respect to the other GL codes in the departmental budget, they need not be unique with respect to three digit codes in other departmental budgets (ie., two different departments may each have different GL codes ending in “-350”).



**CACHE COUNTY**  
**RESOLUTION NO. 2024 - 17**

**A RESOLUTION UPDATING SECTION IX-F OF THE COUNTY PERSONNEL  
POLICY & PROCEDURE MANUAL REGARDING HEALTH INSURANCE**

- (A) WHEREAS, the County Council may pass all ordinances and rules and make all regulations, not repugnant to law, necessary for carrying into effect or discharging its powers and duties pursuant to Utah Code § 17-53-223(1); and
- (B) WHEREAS, changes in Cache County's health insurance plan require updates to county policy regarding that same insurance plan; and
- (C) WHEREAS, Cache County requires a policy for how a health insurance stipend will be provided to post retired employees, who have previously retired from the Utah Retirement System and have now returned to work for Cache County after waiting the necessary period of time; and
- (D) WHEREAS, the Cache County Council Ordinance and Policy Review Committee approved the recommendation of this ordinance to the full Council by a vote of 3-0 at its August 9, 2024 meeting,

NOW, THEREFORE, the County Legislative Body of Cache County resolves as follows:

Section 1: Section IX-F of the Cache County Personnel Policy & Procedure manual is amended to read as follows, with a redlined version attached as **Exhibit A:**

3. Health Insurance

Merit Employees, full-time appointed department heads, and full-time elected officials are eligible for health care insurance benefits. Cache County will pay a percentage of the health care plan as approved by County Council for full-time merit employees, full-time appointed department heads, and full-time elected officials. It is the responsibility of the employee to ensure their healthcare insurance is accurate, complete, and current. Failure to do so will then prohibit enrollment or changes until the annual open-enrollment period.

- a. A newly hired merit employee may enroll in the health insurance plan within 30 days of their hire date. When an employee enrolls on the health insurance plan, premiums are withheld from the employee's check bi-weekly. The health insurance coverage becomes effective the date of hire upon enrollment.
  - i. When a month has three pay periods, the health insurance will only be withheld from the first two paychecks in that month.
  - ii. Employees who leave employment, will be responsible for medical premiums through the end of the month of employment.





**CACHE COUNTY**  
**RESOLUTION NO. 2024 - 17**

- b. Any employee who chooses to not enroll in health care benefits within their first 30 days of employment or change of status to full- time, must wait until the annual open-enrollment period to do so. A life changing event, such as the birth or adoption of a child, death of a dependent, loss of other coverage, etc., initiates a 30-day open enrollment period from the date of the life changing event.
- c. The County pays a stipend to full-time eligible employees and full-time elected officials who do not elect health insurance coverage and provide proof of health coverage through other insurance sources. The stipend is paid to the employee as a contribution to their 401k plan. Post retired employees will be given the stipend as a separate line item on their paystub.
- d. If during the course of employment, an employee dies, the county will pay the full health insurance premium for the deceased employee's family for a period of four months as long as the employee meets the following criteria at the time of death:
  - i. The employee is a merit employee with benefits
  - ii. The employee is enrolled in the county's health care plan
  - iii. The county will cover only those family members who are specified on the deceased employee's current health insurance enrollment form or those who legally meet the health insurance providers' criteria (i.e. children must be younger than 26 years of age and unmarried).

Section 2: This resolution shall go into effect immediately upon passage and approval of the full body of the Cache County Council.

PASSED AND APPROVED BY THE COUNTY COUNCIL OF CACHE COUNTY, UTAH  
THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2024.

	In Favor	Against	Abstained	Absent
David Erickson				
Sandi Goodlander				
Nolan Gunnell				
Barbara Tidwell				
Karl Ward				
Mark Hurd				
Kathryn Beus				
Total				



**CACHE COUNTY**  
**RESOLUTION NO. 2024 - 17**

**CACHE COUNTY:**

**ATTEST:**

By: \_\_\_\_\_  
David L. Erickson, Chair

By: \_\_\_\_\_  
Bryson Behm, County Clerk



**CACHE COUNTY**  
**RESOLUTION NO. 2024 - 17**

## **EXHIBIT A**

### **3. Health Insurance**

Merit Employees, full-time appointed department heads, and full-time elected officials are eligible for health care insurance benefits. Cache County will pay a percentage of the health care plan as approved by County Council for full-time merit employees, full-time appointed department heads, and full-time elected officials. ~~Cache County's contribution percentage will be increased if the employee and their spouse participate in the county's wellness program. It is the responsibility of the employee to ensure their healthcare insurance is accurate, complete, and current. Failure to do so will then prohibit enrollment or changes until the annual open-enrollment period.~~

- e. A newly hired merit employee may enroll in the health insurance plan within ~~60~~ 30 days of their hire date. When an employee enrolls on the health insurance plan, premiums are withheld from the employee's check bi-weekly. The health insurance coverage becomes effective the date of hire upon enrollment.
  - i. When a month has three pay periods, the health insurance will only be withheld from the first two paychecks in that month.
  - ii. ~~Regarding e~~Employees who leave ~~the county's~~ employment, will be responsible for medical premiums ~~will be withheld~~ through the end of the month last day of employment.
- f. Any employee who chooses to not enroll in health care benefits ~~upon their starting within their first 30 days of employment or change of status to full-time, with the county~~ must wait until the annual open-enrollment period to do so. A life changing event, such as the birth or adoption of a child, death of a dependent, loss of other coverage, etc., initiates a 30-day open enrollment period from the date of the life changing event. The only exception to this policy is if a merit employee or elected official experiences a life changing event within their personal life (e.g. birth of a child, the death of a dependent, loss of benefits when covered by a spouse, etc.). Then they must enroll or make changes to their policy within 30 days of the life changing event. It is the responsibility of the employee to ensure their healthcare insurance is accurate, complete, and current. Failure to do so will then prohibit enrollment or changes until the annual open enrollment period.
- g. The County pays a stipend to full-time eligible employees and full-time elected officials who do not elect health insurance coverage and provide proof of health coverage through other insurance sources, ~~who elect not to participate in the health insurance program, or who elect single coverage only. The stipend is paid to the employee as a contribution to their 401k plan. Post retired employees will be given the stipend as a separate line item on their paystub. Those employees who elect two party coverage or family coverage are not eligible for the stipend payment.~~



**CACHE COUNTY**  
**RESOLUTION NO. 2024 - 17**

- h. If during the course of employment, an employee dies, the county will pay the full health insurance premium for the deceased employee's family for a period of four months as long as the employee meets the following criteria at the time of death:
  - i. The employee is a merit employee with benefits
  - ii. The employee is enrolled in the county's health care plan
  - iii. The county will cover only those family members who are specified on the deceased employee's current health insurance enrollment form or those who legally meet the health insurance providers' criteria (i.e. children must be younger than 26 years of age and unmarried).



**CACHE COUNTY  
ORDINANCE NO. 2024 - 10**

**AN ORDINANCE AMENDING CHAPTER 2.12.250 OF THE  
COUNTY CODE RELATING TO THE PREPARATION OF COUNCIL MEETING  
AGENDAS**

- (A) WHEREAS, the County Council may pass all ordinances and rules and make all regulations, not repugnant to law, necessary for carrying into effect or discharging its powers and duties pursuant to Utah Code § 17-53-223(1);
- (B) WHEREAS, Cache County Code § 2.12.250 provides for a process by which County Council meeting agendas are created and published, but does not provide any deadline by which this agenda must be published, other than the requirements in the Utah Open and Public Meetings Act; and
- (C) WHEREAS, current practice is for Council meeting agendas and all relevant materials to be published on the Friday afternoon before a given Council meeting; and
- (D) WHEREAS, this provides two business days for Council members and the public to review items to be considered at a given Council meeting; and
- (E) WHEREAS, two business days is rarely sufficient time to review, understand, and inquire about matters concerning the Council and the issues faced at a given meeting; and
- (F) WHEREAS, receiving all relevant materials one week in advance of a given meeting will allow County Council staff to publish agendas and relevant materials one week in advance as well, giving the Council and the public time to review matters on the agenda; and
- (G) WHEREAS, the Cache County Council Ordinance and Policy Review Committee approved the recommendation of this ordinance to the full Council by a vote of 3-0 at its August 9, 2024 meeting,

NOW, THEREFORE, the County Legislative Body of Cache County ordains as follows:

**SECTION 1:**

Chapter 12 of Title 2 of the Cache County Code is amended to read as follows, with a redline version attached as **Exhibit A**:

**2.12.250: AGENDA**

A. The agenda for all county council meetings shall be established by the county council through its chairperson.



B. An agenda shall be prepared by the chairperson, or the vice chairperson in his absence, or the temporary chairperson in the absence of both the chairperson and vice chairperson, in advance of each meeting, including emergency meetings to the extent possible.

C. Matters received from any council member, chairperson or the county executive shall be placed on the agenda.

D. Requests for matters to be placed upon the agenda by persons other than council members, county executive or chairperson shall be sent to council staff seven (7) days before the meeting is scheduled to occur, and shall be placed on the agenda at the discretion of the chairperson.

E. The council, for its regular, special and committee meetings, shall announce its agenda and provide copies thereof to all local public newspapers and other local news media in accordance with the provisions of state law at least twenty four (24) hours prior to the convening of the council meeting. Written notice of the agenda and meeting shall be posted at the office of the county executive and at the regular meeting place of the council and such other places as may be determined by the council. In the event of an emergency meeting, public notice and notice to the local news media shall be given as may be best practical in the circumstances.

F. The agenda may be changed by a majority vote of the council, but no action may be taken on new matters introduced to the agenda unless twenty four (24) hours' notice has been duly given to the public or unless the matter is of an emergency nature.

G. All agenda items pertaining to pending or proposed actions shall be considered as proposals for adoption. In the absence of a motion to adopt, postpone or table pending or proposed actions, the chairperson shall, upon the conclusion of discussion on the matter, declare that the proposal fails adoption or, at his discretion, declare the matter to be held over for a subsequent meeting.

## Section 2:

This ordinance amends and supersedes Chapter 12 of Title 2 of the Cache County Code, and supersedes all other prior ordinances, resolutions, policies, and actions of the Cache County Council relating to the preparation of council meeting agendas.

## Section 3:

This ordinance will take effect 15 days following its passage and approval by the County Council.



PASSED AND APPROVED BY THE COUNTY COUNCIL OF CACHE COUNTY, UTAH  
THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2024.

	In Favor	Against	Abstained	Absent
Sandi Goodlander				
David Erickson				
Nolan P. Gunnell				
Barbara Tidwell				
Karl Ward				
Mark Hurd				
Kathryn Beus				
Total				

**CACHE COUNTY:**

**ATTEST:**

By: \_\_\_\_\_  
David L. Erickson, Chairman

By: \_\_\_\_\_  
Bryson Behm, County Clerk

**ACTION OF THE COUNTY EXECUTIVE:**

\_\_\_\_ Approved  
\_\_\_\_ Disapproved (written statement of objection attached)

By: \_\_\_\_\_  
David Zook, County Executive

\_\_\_\_\_  
Date

## EXHIBIT A

The redline version of chapter 2.12.250 is provided below to show the proposed change:

### **2.12.250: AGENDA**

A. The agenda for all county council meetings shall be established by the county council through its chairperson.

B. An agenda shall be prepared by the chairperson, or the vice chairperson in his absence, or the temporary chairperson in the absence of both the chairperson and vice chairperson, in advance of each meeting, including emergency meetings to the extent possible.

C. Matters received from any council member, chairperson or the county executive shall be placed on the agenda. \_\_\_\_\_

~~D.~~ Requests for matters to be placed upon the agenda by persons other than council members, county executive or chairperson shall be sent to council staff seven (7) days before the meeting is scheduled to occur, and shall be placed on the agenda at the discretion of the chairperson.

~~D.E.~~ The council, for its regular, special and committee meetings, shall announce its agenda and provide copies thereof to all local public newspapers and other local news media in accordance with the provisions of state law at least twenty four (24) hours prior to the convening of the council meeting. Written notice of the agenda and meeting shall be posted at the office of the county executive and at the regular meeting place of the council and such other places as may be determined by the council. In the event of an emergency meeting, public notice and notice to the local news media shall be given as may be best practical in the circumstances.

~~E.F.~~ The agenda may be changed by a majority vote of the council, but no action may be taken on new matters introduced to the agenda unless twenty four (24) hours' notice has been duly given to the public or unless the matter is of an emergency nature.

~~F.G.~~ All agenda items pertaining to pending or proposed actions shall be considered as proposals for adoption. In the absence of a motion to adopt, postpone or table pending or proposed actions, the chairperson shall, upon the conclusion of discussion on the matter, declare that the proposal fails adoption or, at his discretion, declare the matter to be held over for a subsequent meeting.





**CACHE COUNTY  
ORDINANCE NO. 2024 - 12**

**AN ORDINANCE AMENDING CHAPTERS 2.12.180, 2.12.220 AND 2.20.040  
OF THE COUNTY CODE RELATING TO THE PUBLICATION OF  
MEETING MINUTES IN THE COUNTY**

- (A) WHEREAS, the County Council may pass all ordinances and rules and make all regulations, not repugnant to law, necessary for carrying into effect or discharging its powers and duties pursuant to Utah Code § 17-53-223(1);
- (B) WHEREAS, Cache County would benefit from centralizing the responsibility of ensuring that minutes are being published for all meetings required to do so under the Utah Open and Public Meetings Act ; and
- (C) WHEREAS, Utah Code § 17-20-1.7 establishes the County Clerk as clerk of the legislative body and requires the County Clerk to maintain all county books, records, and accounts; and
- (D) WHEREAS, minutes of all meetings would be considered a record of the county; and
- (E) WHEREAS, the publishing of meeting minutes is a
- (E) WHEREAS, the Cache County Council Ordinance and Policy Review Committee approved this ordinance by a vote of X-X at its [month] [day], 2024 meeting,

NOW, THEREFORE, the County Legislative Body of Cache County ordains as follows:

**SECTION 1:**

Chapter 12 of Title 2 of the Cache County Code is amended to read as follows, with a redline version attached as **Exhibit A**:

**2.12.180: CLERK; MINUTES**

- A. The Cache County clerk, or his designee, shall serve as clerk to the county council at all meetings.
- B. The County Clerk, or his designee, shall provide copies of the minutes of all meetings of the council to council members in a manner and within the times as designated by the Council and agreed upon by the Clerk.
- C. In accordance with state law, the books, records and accounts of the county council must be maintained at the office of the clerk and open at all times during usual business hours for public inspection.



D. The records and minutes of the County Council must be signed by the Council Chairperson and the County Clerk.

E. The county clerk, or the county clerk's designee, shall ensure that minutes for all meetings of the county council are posted to the Cache County website and the State of Utah's public notice website within thirty (30) days of that meeting.

## Section 2:

Chapter 12 of Title 2 of the Cache County Code is amended to read as follows, with a redline version attached as **Exhibit B**:

### **2.12.220: COMMITTEE MEETINGS**

A. The council may convene committee meetings at any time for the purpose of study, discussion, investigation, formal hearings or inquiries, workshops, or presentations by and responses from citizens or other interested persons or groups.

B. No official action may be taken in committee meetings.

C. Committee meetings shall be open to the public and public notice shall be given of all committee meetings in the same manner as required for regular meetings.

D. The Council shall organize and convene the following committees:

1. An Appropriations Committee, which shall meet at least once prior to the passage of an annual budget and at least once prior to each planned amendment of the current year's budget. The Committee shall review any budget proposal that will later receive a public hearing, as required by the Uniform Fiscal Procedures Act for Counties for the State of Utah.

- a. The Committee shall not make any actual appropriations, but shall make recommendations to the full body of the Council by vote of all voting members of the the committee.

- b. The Committee shall be comprised of three (3) voting members, all of whom shall be members of the County Council, with one of these three voting members serving as Chair of the Committee. Other non-voting members may be included at the discretion of the Council.

2. An Ordinance and Policy Review Committee, which shall meet at least once a month and shall review all ordinances, resolutions, and policies to be approved by the full body of the Council.

- a. The Committee shall not approve any ordinances, resolutions, or policies for final passage, but shall make recommendations to the full



body of the Council by vote of all voting members of the committee. The recommendation of the Committee shall not be necessary for the full approval of the Council, nor shall it infringe on the right of an individual council member to propose any lawful ordinance, resolution, or policy of Cache County in a council meeting.

b. The Committee shall be comprised of three (3) voting members , all of whom shall be members of the County Council, with one of these three voting members serving as Chair of the Committee. Other non-voting members may be included at the discretion of the Council.

3. Any other committee the council requires for the performance of its duties or otherwise set forth in State law or county code.

E. The County Clerk, or the County Clerk's designee, shall ensure minutes are published on the Cache County website and the State of Utah public notice website within (30) days of any Council committee meeting that must comply with the Utah Open and Public Meetings Act.

### Section 3:

Chapter 20 of Title 2 of the Cache County Code is amended to read as follows, with a redline version attached as **Exhibit C**:

### **2.20.040: COUNTY CLERK**

A. There shall be an office of County Clerk headed by an elected County Clerk. The office of County Clerk shall have all the functions, responsibilities and powers provided by law.

B. The County Clerk, or the County Clerk's designee, shall serve as clerk to the county council.

C. The County Clerk, or the County Clerk's designee, shall ensure that for any meeting in the county which must comply with the requirements of the Utah Open and Public Meetings Act, minutes for that meeting are published on the Cache County website and the State of Utah's public notice website within thirty (30) days of the meeting occurring.

### Section 4:

This ordinance amends and supersedes Chapters 12 and 20 of Title 2 of the Cache County Code, and supersedes all other prior ordinances, resolutions, policies, and actions of the Cache County Council relating to the publication of meeting minutes in Cache County.

### Section 5:

This ordinance will take effect 15 days following its passage and approval by the County Council.



PASSED AND APPROVED BY THE COUNTY COUNCIL OF CACHE COUNTY, UTAH  
THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2024.

	In Favor	Against	Abstained	Absent
Sandi Goodlander				
David Erickson				
Nolan P. Gunnell				
Barbara Tidwell				
Karl Ward				
Mark Hurd				
Kathryn Beus				
Total				

**CACHE COUNTY:**

**ATTEST:**

By: \_\_\_\_\_  
David L. Erickson, Chairman

By: \_\_\_\_\_  
Bryson Behm, County Clerk

**ACTION OF THE COUNTY EXECUTIVE:**

\_\_\_\_ Approved

\_\_\_\_ Disapproved (written statement of objection attached)

By: \_\_\_\_\_  
David Zook, County Executive

\_\_\_\_\_  
Date

## EXHIBIT A

The redline version of chapter 2.12.180 is provided below to show the proposed change:

### **2.12.180: CLERK; MINUTES**

- A. The Cache County clerk, or his designee, shall serve as clerk to the county council at all meetings.
- B. The ~~county clerk~~ County Clerk, or his designee, shall provide copies of the minutes of all meetings of the council to council members in a manner and within the times as designated by the ~~council~~ Council and agreed upon by the ~~clerk~~ Clerk.
- C. In accordance with state law, the books, records and accounts of the county council must be maintained at the office of the clerk and open at all times during usual business hours for public inspection.
- D. The records and minutes of the ~~county council~~ County Council must be signed by the ~~chairperson and the clerk~~ Council Chairperson and the County Clerk.
- E. The county clerk, or the county clerk's designee, shall ensure that minutes for all meetings of the county council are posted to the Cache County website and the State of Utah's public notice website within thirty (30) days of that meeting.

## EXHIBIT B

The redline version of chapter 2.12.220 is provided below to show the proposed change:

### **2.12.220: COMMITTEE MEETINGS**

- A. The council may convene committee meetings at any time for the purpose of study, discussion, investigation, formal hearings or inquiries, workshops, or presentations by and responses from citizens or other interested persons or groups.
- B. No official action may be taken in committee meetings.
- C. Committee meetings shall be open to the public and public notice shall be given of all committee meetings in the same manner as required for regular meetings.
- D. The Council shall organize and convene the following committees:
  - 4. An Appropriations Committee, which shall meet at least once prior to the passage of an annual budget and at least once prior to each planned amendment of the current year's budget. The Committee shall review any budget proposal that will later receive a public hearing, as required by the Uniform Fiscal Procedures Act for Counties for the State of Utah.
    - a. The Committee shall not make any actual appropriations, but shall make recommendations to the full body of the Council by vote of all voting members of the the committee.
    - b. The Committee shall be comprised of three (3) voting members, all of whom shall be members of the County Council, with one of these three voting members serving as Chair of the Committee. Other non-voting members may be included at the discretion of the Council.
  - 5. An Ordinance and Policy Review Committee, which shall meet at least once a month and shall review all ordinances, resolutions, and policies to be approved by the full body of the Council.
    - a. The Committee shall not approve any ordinances, resolutions, or policies for final passage, but shall make recommendations to the full body of the Council by vote of all voting members of the committee. The recommendation of the Committee shall not be necessary for the full approval of the Council, nor shall it infringe on the right of an individual council member to propose any lawful ordinance, resolution, or policy of Cache County in a council meeting.
    - b. The Committee shall be comprised of three (3) voting members , all of whom shall be members of the County Council, with one of these three



voting members serving as Chair of the Committee. Other non-voting members may be included at the discretion of the Council.

6. Any other committee the council requires for the performance of its duties or otherwise set forth in State law or county code.

E. The County Clerk, or the County Clerk's designee, shall ensure minutes are published on the Cache County website and the State of Utah public notice website within (30) days of any Council committee meeting that must comply with the Utah Open and Public Meetings Act.



## EXHIBIT C

The redline version of chapter 2.20.040 is provided below to show the proposed change:

### **2.20.040: COUNTY CLERK**

A. There shall be an office of County Clerk ~~county clerk~~ headed by an elected County Clerk ~~county clerk~~. The office of County Clerk ~~county clerk~~ shall have all the functions, responsibilities and powers provided by law. \_\_\_\_\_

B. ~~The county clerk or one of his deputies or assistants~~ County Clerk, or the County Clerk's designee, shall serve as clerk to the county council.

C. The County Clerk, or the County Clerk's designee, shall ensure that for any meeting in the county which must comply with the requirements of the Utah Open and Public Meetings Act, minutes for that meeting are published on the Cache County website and the State of Utah's public notice website within thirty (30) days of the meeting occurring.